

**COALINGA-HURON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES**

Management Position

Department: District

Report to: Superintendent

Pay Grade: Negotiable

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**DEFINITION OF POSITION**

Supervised by the Superintendent, administers the business services of the District in such a way as to provide the best possible educational services with the financial resources available. Other tasks or projects may be assigned by the Superintendent.

**ESSENTIAL JOB FUNCTIONS including but not limited to:**

1. While maintaining a balanced budget, provides leadership in the development and improvement of all assigned departments in such a way as to maximize student achievement and meet board-adopted mission, vision, goals, and objectives;
2. Advise the Superintendent on all matters relating to the business and financial affairs of the District;
3. Establish and supervise a program of accounting adequate to record in detail all money and credit transactions;
4. Supervise the collection, safekeeping, and distribution of all funds;
5. Initiate contacts with vendors relative to supply and equipment availability, comparative prices, and quality of commodities;
6. Monitor all purchase requisitions to verify approvals, correctness of information, coding information, price extensions, et cetera;
7. Prepare all bidding documents, including notice to bidders, instruction to bidders, specifications, and form of proposal;
8. Serve as District resource person in bargaining/negotiation processes for certificated and classified personnel;
9. Assist in recruiting and coordinating classified substitute employee services;
10. Attend all Board meetings and assist the Superintendent in the development of Board agendas; makes budgetary presentations to the Board, as requested by Superintendent;
11. Direct the operation of perpetual inventory systems and central warehousing operations;
12. Manage the District's real estate and insurance programs;
13. Supervise and coordinate the operations of the Business; Facilities Management; Maintenance, Operations, and Transportation; Food Services; Reprographics; Purchasing; Technology; Payroll; Benefits; and Risk Management Departments;
14. Direct the District energy conservation program;
15. Responsible for research, development and administration of the annual district budget and related reports;
16. Responsible for the coordination and approval process for the use of district facilities;
17. Responsible for developing and maintaining of all board policies and administrative regulations;
18. Responsible for the coordination of the District's annual external audit;
19. Prepares special reports and analyzes legislation;
20. Responsible for maintenance of OSHA standards and procedures in handling hazardous materials;
21. Responsible for the maintenance of a District Safety Program;
22. Develop and implement long and short-term plans and activities for assigned

- areas and the district;
23. Supervises and evaluates classified personnel, as designated by the Superintendent;
  24. Works closely with classified employee organizations and the Assistant Superintendent of Educational Services and Accelerated Student Achievement;
  25. Improves the District's operating efficiency through innovative practices and efficient use of personnel without sacrificing educational standards;
  26. Coordinates all phases of property acquisitions or sales by the District;
  27. Maintains a program of education for the prevention of vandalism;
  28. Serve as Chief Financial Officer of District;
  29. Performs other duties, as assigned by the Superintendent.

### **Representative Duties:**

Supervise and evaluate the performance of assigned management staff; interview and select employees and recommend transfers, reassignments, terminations and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates.

## **QUALIFICATIONS**

### **Knowledge and Abilities**

1. Knowledge of business procedures, including the supervision of multiple departments;
2. Knowledge of budget control;
3. Knowledge of rules, regulations and laws regarding new construction, remodeling and maintenance of permanent and portable structures;
4. Knowledge of laws regarding safety of employees;
5. Knowledge of principles, practices and federal regulations pertaining to financial and accounting record keeping;
6. Knowledge of technology techniques, school district finance, budgeting and general office practices and procedures;
7. Ability to prepare, evaluate, solve and implement solutions to complex accounting and financial problems;
8. Ability to establish and maintain sound business practices for the district;
9. Ability to supervise and evaluate personnel;
10. Ability to establish, administer and balance multiple budgets;
11. Ability to make complex arithmetic or statistical computations;
12. Ability to understand and apply federal, state and local rules and regulations;
13. Ability to manage multiple departments and maintain operating efficiency within each department;
14. Ability to present information in a concise manner, both in oral and written format;
15. Ability to assume leadership responsibilities;
16. Ability to maintain cooperative and effective relationships with those contacted in the course of work.

### **Experience**

Five years experience in school business procedures, including two years experience in a supervisory role.

### **Education**

1. M.A. Degree desirable with a major in Business Administration or related field preferred.
2. CBO Academy graduate desirable.

### **Personal Qualifications**

1. Capacity for leadership and ability to deal tactfully and effectively with District

classified and certificated personnel and with representatives of vendors conducting business with the District;

2. Ability to prepare and present oral and written reports.

**Other Requirements**

Valid California driver's license and provide personal automobile.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to: regularly sit for extended periods of time; frequently walk; occasionally stand and reach with hand and arms, bending at the waist to retrieve and store files. Specific abilities required by this job include close and distance vision, the ability to hear conversations in quiet and noisy environments and the ability to speak clearly in order to exchange information and make presentations. Some driving is necessary. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the employee is required to work irregular or extended hours, meet multiple demands from several people, and at times come into contact with dissatisfied or abusive individuals.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Work Year: 261 Days

Board Approved: 03/10/09