

**SNOWLINE JOINT UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

JOB PURPOSE STATEMENT: Under the direction of the Superintendent, the Assistant Superintendent of Business Services performs a variety of professional administrative duties related to the management, control, and evaluation of Business Services Operations; ensures compliance with District policies and State and Federal Laws and regulations; supervises and evaluates the performance of assigned staff; and performs related duties as assigned. It is expected that the Assistant Superintendent of Business Services will continue to increase their skills through professional growth activities (coursework, professional organizations, conferences, workshops, etc.).

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Serve as a member of the Superintendent's Cabinet to maintain top level communication on all matters related to the successful operation of the Business Department and government mandates.
2. Plan, organize, administer, and direct the activities and operations of Business Services, with the support of the Director of Fiscal Services, in matters such as: budget preparation and control, payroll preparation, insurance programs, attendance accounting, fiscal record management, systems and processes related to the disbursement of funds, and internal accounting and auditing to ensure cost effective operations.
3. Oversee and manage various District contracts and maintains records covering programs of the District.
4. Interpret the Business Services program and the budgets to staff and community.
5. Propose fiscal measures to maximize resources allocated to the instructional goals of the District.
6. Interpret and ensure compliance with Federal, State and District regulations and policies related to Business Services.
7. Serve as a resource and member of the Management Team in the collective bargaining process.
8. Supervise, train, and evaluate the District's Classified Management Directors and other staff as assigned.
9. Prepare reports as required by Superintendent, the Board, and other governmental agencies.
10. Responsible for compliance with applicable Federal, State and District regulations by assigned personnel.

11. Interpret District policies and administrative regulations regarding matters related to assigned responsibilities.
12. Responsible directly or through delegation to ensure that all personnel are provided adequate and proper in service education regarding Business Services.
13. Attend and participate in Board meetings and other meetings as requested by the Superintendent.
14. Responsible for the management and procurement of physical facilities and resources.
15. Directly responsible for all functions of budget control; require encumbrances for personnel when employed, expenditures for materials, equipment and capital outlay, among others.
16. Revise budget during the year as required by program changes, State and Federal projects, etc.
17. Develop and maintain a chart of accounts related to budget control and expenditures; responsible for maintaining accounting procedures as required by county, State, and Federal governments, as well as local accounting information.
18. Oversee and effectively manage the District employee health and welfare programs.
19. Coordinate the audit of District and school accounts and reports.
20. Ensure that long-term business records are properly stored, and dispose of old records no longer required by law for District usage.
21. Assist site administrators in the development of individual school budgets, control of expenditures, and interrelated money.
22. Supervise the preparation of State and Federal applications and expenditure reports.
23. Responsible, through delegation, for the purchase requests and purchase orders issued by the District and approve where appropriate.
24. Other related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION: A bachelor's degree from an accredited institution supplemented by university training and coursework in accounting, business management, personnel management, economics, or closely related field is required.

EXPERIENCE: Three (3) years of increasingly responsible experience in Business Management or a related field required; two (2) years experience in school district management desirable.

KNOWLEDGE/ABILITY: Familiarity with school business practices, including budgeting, personnel and accounts; must have the ability to learn and interpret laws, rules, and regulations, and the ability to prepare and present oral and written reports; the ability to supervise and train personnel.

LICENSE: Possession of a valid California Driver's License

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands: While performing the duties of this class, an employee is regularly required to sit, talk and hear in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines; and interact with managers, customers, information systems, consultants, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions and the noise level is usually quiet.

Adopted: 7/6/82

Revised: 5/29/84, 4/2019