

Amended

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Chief Business Officer	CLASSIFICATION:	Non-Represented Management – Superintendent’s Cabinet, Classified
SERIES:	Chief Officer	FLSA:	Exempt
JOB CLASS CODE:	TBD	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 37 Salary Schedule A-C
REPORTS TO:	Superintendent	HR APPROVAL:	4-26-26, 9-01-11, 2-11-15
		BOARD APPROVAL:	TBD, 10-5-98
		BOARD REVISION:	9-1-2011, 2-11-15

BASIC FUNCTION:

Plan, organize, control, direct, and administer the successful implementation of the District’s financial and business operations with a focus on strategic leadership and long-term fiscal stability. Serve as a trusted advisor to the Superintendent and Board of Education by providing clear, thoughtful financial analysis and practical guidance to support decision-making, maintain strict confidentiality regarding privileged executive information, as well as deliver critical, accurate and difficult information to decision-makers to mitigate District liability and support informed strategic action, apply an equity lens to financial planning and resource allocation to promote fair and meaningful outcomes for all students and school communities; conduct objective, forensic analysis of financial statements; establish realistic budget baselines; implement systems and internal controls to maintain the District’s financial health and ensure all related activities comply with applicable laws, regulations, internal controls, policies, and procedures.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Provide strategic financial leadership and direction to fiscal and business services including budget administration, accounting, audit services, grant and categorical funding, general liability, purchasing, risk management, payroll services, and employee benefits; provide for cost management and cost analysis. **E**

Provide regular, structured reporting to the Board of Education, Superintendent, Principals, and senior leadership to ensure alignment on strategic objectives and foster trust. **E**

Act as the primary liaison between the organization and external stakeholders, providing timely proactive communication to maintain confidence and transparency. **E**

Advise the Superintendent of business and financial trends or problems and recommend appropriate corrective action. **E**

Formulate and lead financial strategies that guide the District’s long-term fiscal health and operational effectiveness. **E**

Direct, oversee, and monitor financial and strategic planning to ensure equitable allocation of resources, with a deliberate focus on supporting underserved students and advancing student-centered outcomes. **E**
Maintain strong fiscal integrity, accountability, and transparency across all financial operations. **E**

Develop and recommend innovative fiscal initiatives that strengthen and expand District resources, while ensuring alignment with established educational goals, student allocation priorities, and performance objectives. **E**

Support and actively participate in negotiations with labor partners while upholding financial stewardship. **E**

Strategically develop and administer the annual budget for assigned areas and the District as a whole; incorporating strategic analysis and review budgetary and financial data; proactive oversight, monitor and authorize expenditures in accordance with established fiscal guidelines; ensuring full compliance with state, federal, and local agency requirements while continuously improving budgeting practices to promote greater accuracy, accountability, and long-term fiscal stability. **E**

Provide forward-thinking leadership and direction in working with principals, staff, parent groups, and community to read and understand fiscal data including financial reports. **E**

Provide innovative technical expertise, key information, and assistance regarding assigned financial and business operations; formulate and develop policies, procedures, and programs to assure effective management controls. **E**

Strategically plan, organize, and manage expenditures to ensure alignment with approved budgets . applicable accounting standards, and relevant funding requirements for District programs and funds. **E**

Develop and implement long and short-term strategic plans and activities to advance the District's educational and financial priorities and financial sustainability, including prioritization of resources to support underserved students; analyze the District's financial position, and develop recommendations for immediate and long-range financial management. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, records, and files related to Administrative Services program, projects, budgets, contracts, funds, accounts, services, revenue, expenditures, personnel, and assigned duties; develop and prepare a variety of financial and administrative reports for state, federal, and internal reporting requirements; direct or conduct special studies; operate a computer. **E**

Attend and conduct a variety of meetings as assigned; establish and maintain relations/memberships with local, state, and federal agencies and associations to remain current on programs and issues that affect business and financial duties. **E**

Conduct financial analyses, and provide financial data as required for District negotiations; participate in the negotiation process with employee groups when needed; prepare and certify the District's public disclosure, as required by law, on all collective bargaining agreements before they are approved by the Board of Education. **E**

Attend meetings of the Board of Education; present and interpret financial impact of proposals as necessary. **E**

Communicate and collaborate with other District administrators, District personnel, outside organizations, public entities, contractors, the community, and various local, state, and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information; propose, as needed, and monitor District standards of business and financial ethics and professionalism. **E**

Keep current on all laws, rules, regulations, and interpretations of law regarding school finance, fiscal reporting requirements, mandated changes, and District entitlement to federal, state, and local monies; participate in the development of legislation affecting school finance and business management; modify programs, functions, policies, regulations, and procedures to assure compliance with local, state, and federal requirements as appropriate. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Serve as a member of the Superintendent's Cabinet; attend or participate in required district, Board of Education, and committee meetings, and other activities deemed necessary by the Superintendent. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Bachelor's degree required in finance, business or public administration, accounting, or a related field; master's degree preferred. Requires seven years of progressively responsible fiscal or business management/supervisory experience in a large urban school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization, control, direction, and administration of the financial and business operations of the District.
- Federally accepted categorical and general fund guidelines and requirements.
- Generally accepted accounting and auditing principles, practices, and procedures.
- State and federal regulations for financial management of a public school district.
- Existing and pending legislation related to school district budgeting activities.
- Financial analysis, accounting methods, and financial systems.
- Business management principles and processes.
- Cash management matters.
- Preparation of comprehensive budget and accounting reports.
- Budget preparation and control.

- Applicable laws, codes, regulations, policies, and procedures.
- School district organization, operations, and objectives.
- Interpersonal skills using tact, patience, and courtesy.
- Communication approaches that support transparency, trust-building, and stakeholder engagement.
- Effective oral and written communication skills.
- Principles and practices of management, supervision, and training.
- Evaluation approaches, strategies, and techniques.
- Operation of a computer and related software.

ABILITY TO:

- Plan, organize, control, direct, and administer the financial and business operations of the District.
- Work with and maintain strict confidentiality on all privileged executive matters.
- Deliver critical, accurate and difficult information to decision-makers to mitigate District liability and support informed strategic action.
- Analyze financial data and prepare reports and recommendations.
- Critically evaluate financial performance.
- Provide creative and effective solutions for meeting the financial needs of the District.
- Review existing and pending legislation related to procedural guidelines and District budget program.
- Navigate complex political environments.
- Establish credibility and foster confidence among diverse stakeholder groups.
- Maintain current knowledge of applicable provisions of applicable federal, state, and District laws, rules, and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work to meet schedules and timelines.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Operate a computer and related software.
- Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Make presentations, and exchange information in person and communicate on the telephone; operate a computer keyboard and other office productivity machinery ability to observe details at close range;

ability to prepare a variety of financial and statistical documents, records and reports, perform essential job functions that involve working with digital information displayed on computer systems; remain stationary for extended periods of time; retrieve and store files; move light objects.

SAMPLE HAZARDS:

Contact with dissatisfied individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.