



Manhattan Beach  
Unified School District

**DEPUTY SUPERINTENDENT, ADMINISTRATIVE SERVICES**

Department/Division	Administrative Services
Reports To:	Superintendent
Provides Direction To:	Division Directors (Fiscal Services, Maintenance and Operations, Informational Technology, and Food Services) and Business/Fiscal Services Staff, All Administrators
FLSA Exemption Status:	Certificated Management
Date Prepared:	May 11, 2016
Date Adopted by Board:	May 18, 2016

**MANHATTAN BEACH UNIFIED SCHOOL DISTRICT**

***DEFINITION***

Under the direction of the Superintendent, the Deputy Superintendent, serves as executive head of, and is responsible for the operation of divisions and offices as assigned by the Superintendent; assists in the daily operation of the school district and its individual schools; has the primary responsibility for coordinating all activities in the areas of budgeting and accounting, long range fiscal planning, attendance accounting and reporting, federal and state reporting, purchasing, warehousing, technology, maintenance and operations, food service, property management, construction planning, and usage and/or disposition of buildings and facilities, and performs other duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Deputy Superintendent serves as the Chief Operational Officer in the absence of the Superintendent of Schools. The Deputy Superintendent, serves as a member of the Superintendent's Cabinet, is directly responsible to the Superintendent, and is accountable for the management of the Business Department. The Deputy Superintendent's goals for effective performance are: to support an efficient, cooperative and healthy workplace environment; to coordinate District and site efforts in maintaining a safe and secure school and workplace environment; to develop operational procedures in support of District goals and in compliance with employee contracts, District-adopted budgets and state and federal laws; to assess needs and to develop with staff an annual budget to meet the needs of the instructional program and the District within the limits of financial constraints; to develop and make recommendations to the Superintendent regarding long range fiscal, property and facility

management programs; to seek maximum funding for the District from state, federal, local and other sources; to research and maintain current knowledge of public school business operations and

prospects related to school finance; to work with the administrative staff in interpreting and projecting administrative and fiscal programs; to open channels of communication between citizens of the District and the school community concerning budget and school finance; to supervise and evaluate the goals, objectives, activities and performance of the Directors of Fiscal Services, Food Services, Technology and Maintenance and Operations and their staff members; to assure quality maintenance of school buildings, grounds and properties; to oversee the efficient administration of the Information Technology department, to provide efficient operation of school plants and of the overall Business Division.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Serves as Acting Superintendent in the absence of the Superintendent
- Advises and assists the Superintendent in the formulation of general policies and rules and regulations of the District and assists in the administration, organization, and supervision of the operations of the District
- Assists in the direction, operation, and administration of the District and each of its schools
- Interprets the policies and regulations of the Board of Trustees and administrative directives of the Superintendent
- Monitors all programs to ensure consistency with District policies and fiscal responsibility
- Serves as the District's CALPADS Coordinator
- Monitors District enrollment and develops enrollment projections
- Participates in the District's collective bargaining process; implements research and makes fiscal recommendations related to employee salary and benefit cost for purposes of negotiating with exclusive representatives
- Responsible to the Superintendent for and works with staff in planning long-range fiscal programs, budgeting, enrollment projections, building usage, maintenance and operations, management of surplus property, food services, purchasing of supplies and equipment
- Assists the Superintendent in the development of business policies, procedures and programs for the District to improve efficiency and service; directs business, accounting, and budgeting activities in accordance with principles of sound fiscal management
- Supervises, directs and coordinates the work of personnel assigned to business and fiscal services, Directors of Maintenance and Operations, Technology, and Food Services; evaluates immediate subordinates; selects and trains employees

- Cooperates with the Superintendent and staff in interpreting and projecting the administrative program as it might influence building, sites, financing, business services, and school-community relations and communication
- Establishes and maintains a system of records and auditing procedures for property, monetary and cost accounting
- Prepares and discusses with the Superintendent reports of problems related to business services
- Works with the Superintendent, Board of Trustees, and staff in the development of long-range plans for fiscal solvency and management of District assets
- Works with staff in the development of the annual budgets
- Supervises development and implementation of accounting systems for the Food Service Department and the Pre-School Extended Day Program. Reports to the Board and staff regarding fiscal status of budgets and programs
- Develops a system of accounting and auditing for, and monitors student body and donation trust accounts
- Develops a property accounting system for the location and condition of all instructional and other equipment of the District. Provides for maintenance, appraisal and insurance of equipment
- Supervises preparation and implementation of all contracts with insurance providers, consultants or outside agencies, related to maintenance of equipment or other approved services to the District
- Arranges for liability, health, life and all other insurance for the District. Represents the District in any Joint Powers consortium for pooled purchase or other insurance related activities. Prepares information and makes insurance recommendations for purposes of negotiating with exclusive representatives of employee groups
- Holds the Director of Maintenance and Operations responsible for developing and implementing a program for quality maintenance of buildings and grounds, including supervision and evaluation of Maintenance and Operations staff and efficient planning and programming of work
- Supervises the District's Information Technology Director and Information Technology department, oversees data processing and other related areas of technology
- Directs, through the Director of Food Services, the operation of the District's food services program
- Serves as the District's risk management officer. Supervises inspection of buildings and grounds to assure a safe working environment

- Provides for business office functions of the District, including budgeting, accounting, property management, facility planning, lease and rental management, purchasing, payroll, food services, supply, warehousing, maintenance and operations, employee and liability insurance, accounts receivable and payable, attendance accounting, payroll, Workers' Compensation, and other business functions as required. Supervises and evaluates Business Office staff who implement these functions
- Works as the Superintendent's liaison with the principals and staff in facilities, technology, food services, business and budgetary matters
- Develops plans and procedures for building construction or modification and arranges for architectural and contracting services that are required therein
- Sets up standard procedures for purchasing equipment and supplies for efficient operation of the District
- Plans and executes a personal and business staff program of professional growth which may include local, county, state or national conferences, meetings and workshops related to school business
- Serves as a member of the Superintendent's Cabinet, Management Team Council, and such other District committees as may be assigned by the Superintendent. Attends board meetings and sits with the Board of Trustees.
- Maintains effective working relationships with the Los Angeles County Office of Education, city, county and state office personnel
- Attends Board meetings and prepares Board agenda items; presents reports and provides technical counsel to the Board as requested by the Superintendent; reviews and presents Board items affecting student services; updates the Board in closed sessions regarding administrative services matters; updates Board policies.
- Maintains regular contact with Human Resources, Educational Services, Student Services, site principals, other directors, supervisors and staff to coordinate administrative services.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities; ensures submission of required reports at the District, State, and federal levels.
- Reads, interprets, applies and explains State and federal rules, regulations, policies and procedures, California Education Code pertaining to administrative services.
- Attends State and regional conferences and workshops to maintain current knowledge of regulations and requirements related to administrative services.
- Perform related duties as assigned

## **QUALIFICATIONS**

**Knowledge of:**

- Principles, trends, methods, strategies and procedures pertaining to business management systems and programs
- Principles, methods, techniques and strategies of organizational planning, evaluation, control and forecasting
- Principles and practices of accounting and school business services
- Legal mandates, policies, regulations and guidelines appropriate to the administration of a comprehensive business services program
- Systems and provisions of the Education Code and Merit System relevant to business and financial services
- Current trends, legislation, rules and regulations pertaining to public school fiscal planning and budgeting
- Principles, methods and strategies of effective supervision

**Ability to:**

- Perform all essential duties of the position
- Plan, organize and direct a comprehensive business services program
- Obtain maximum use of facilities through creative, long range planning of resources
- Act firmly and decisively while retaining a consultative style of management
- Anticipate problems and issues, project potential changes, plan and recommend appropriate fiscal and operational alternatives
- Provide financial projections and reports in a clear, logical and sequentially tractable manner
- Organize and delegate authority commensurate with responsibility
- Communicate and deal openly and effectively with employees, staff and the public, achieving results through positive human relationships
- Operate a computer, iPad, and other office equipment
- Become personally involved in performing and demonstrating business service functions in a competent manner, when necessary

- Oral and written communication skills in English. Writing skills to develop professional correspondence. Effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

## **EDUCATION/TRAINING/EXPERIENCE**

Master's degree or above in Business, Educational, or Public Administration or related area from an accredited institution required. At least five years of successful public school management experience at the site or district level is required. Experience as a K-12 site principal is preferred. Demonstrated leadership ability and knowledge/experience in increasingly responsible roles. Experience or demonstrated knowledge in accounting, fiscal planning, program budgeting, computerized projection and analysis, property management and the general operation of a school district, including food services, technology, transportation, maintenance and operations. Training or experience with employee-employer relations, including bargaining table experience.

## **LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS**

Valid California Administrative Services Credential preferred

Valid California Teaching Credential preferred

Valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance policy

Certificate from ACSA School Business Academy or willingness to attend ACSA School Business Academy

C.A.S.B.O Certificate of Professional Designation as CBO, preferred

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit for extended periods of time; hear and speak to exchange information in a proficient manner, in person and by telephone; use hands and fingers to touch, handle, feel, grasp or operate standard office equipment including technology; and reach overhead, above the shoulders and horizontally. The employee may frequently be required to stand and walk, bend, stoop, and kneel. The employee must occasionally to grasp, lift and move records and documents typically weighing as much as 20 pounds or more. The employee must be able to operate a motor vehicle and drive from place to place.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination, and be able to read printed material and computer or other technology screens.

### **Mental Demands**

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee may deal with dissatisfied or quarrelsome individuals, including District employees, students and parents. Some stress may be encountered while performing the duties of this position.

### **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 duties and responsibilities.

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.

### **OTHER CONDITIONS OF CONTINUED EMPLOYMENT**

Participate in employer mandated training and re-training programs.