

UNION SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

The Position

The Assistant Superintendent, Business Services is a cabinet level position reporting to the Superintendent. The Assistant Superintendent, Business Services is charged with the complete responsibility and leadership for all functions related to for the fiscal and operations functions of the District, including, but not limited to budget, accounting, facilities planning and management, food service, maintenance and operations, purchasing, warehousing, leases and risk management.

REPRESENTATIVE DUTIES

- Leads and coordinates the duties of but not limited to:
 - Director of Fiscal Services
 - Director of Operations
 - Food Services Program consultant
- Provides advice and counsel to the Superintendent, to the management team, the Board of Trustees and others on all matters relating to the functions of the Business Services in the District.
- Attends all meetings of the Board of Trustees and advises as to the business responsibilities and liabilities of the District.
- Prepares reports and recommendations for the Superintendent and Board of Trustees, including comprehensive financial data covering all aspects of school finance.
- Reviews all contracts, agreements and negotiations for legal form and maintains records covering insurance policies and programs of the District.
- Prepares enrollment projections to ensure facility capacity.
- Interprets the Business Services program and the budget to the staff and to the community.
- Proposes fiscal measures to maximize resources directed to the instructional goals of the District.
- Interprets and assures compliance with Federal, State and District regulations and policies related to the Business Services Division.
- Serves as a resource in the collective bargaining process and provides guidance for all non-bargaining unit contracts.
- Reviews Board Policy and Administrative Regulations and recommends appropriate revisions related to position responsibilities. Assures proper distribution, communication and compliance.
- Supports District safety efforts.
- Performs such other duties as may be assigned by the Superintendent.

Qualifications

Required Certification, Education and Experience:

Must have any combination equivalent to: Bachelor's degree or equivalent training in business, public administration or appropriate field; Advanced business degrees are preferred; An understanding of basic school district accounting; Knowledge of how to manage and utilize the human as well as the fiscal resources of a school district. Knowledge of how to supervise and manage employees; Exemplary communication skills and a demonstrated ability to write and verbally present clear and concise financial and related reports.; Sound knowledge of school finance, school law, contract law, budget development and administration and forecasting in order to most effectively utilize the fiscal resources of a school district; Experience which demonstrates an ability to anticipate courses of action and to make clear recommendations to the Board based on sound educational and fiscal considerations.

Personal Characteristics:

The District is seeking a candidate who is sensitive to diverse viewpoints and experiences; who has the ability to inspire trust, confidence and enthusiasm, and is willing to take risks to achieve administrative excellence; who has a sense of humor; who has exemplified the highest professional and ethical standards and behavior; and one who is a consensus-builder and team player.

SALARY & BENEFITS: The Assistant Superintendent, Business Services is compensated per the Management Salary Schedule. This position works 221 days (Full time). The District provides a competitive benefits package.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment with high noise and distraction levels.
Driving a vehicle to conduct work at other sites.

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines;
Ability to conduct verbal conversation and or training in English and, possibly, a designated language;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Lift up to 5 or more pounds;
Carry up to 5 or more pounds;
Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion;
Operate office machines and equipment in a safe and effective manner;
Demonstrate manual dexterity necessary to operate computer keyboard at the required speed and accuracy; and
Conduct frequent repetitive arm, hand and body motion.

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.