

MONROVIA UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

TITLE:	Assistant Superintendent Business Services	CLASSIFICATION:	Non-Represented Classified Senior Management (EC45100.5)
SERIES:	Assistant Superintendent	FLSA:	Exempt
WORK YEAR:	12 months		
DEPARTMENT:	Business Services	SALARY:	Range 66.5 of Management Salary Schedule
REPORT TO:	Superintendent	BOARD APPROVAL:	October 13, 2021

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEFINITION:

Under the direction of the Superintendent, serves as the District's Chief Business Official and executive leader for all business and operational services. Plans, directs, and evaluates the District's fiscal operations, facilities, maintenance and operations, technology, procurement, risk management, nutrition services, transportation, and related business functions. Provides strategic financial leadership, long-range planning, and organizational support to the Superintendent and Board of Education to ensure the District's fiscal stability, operational effectiveness, and successful implementation of District priorities.

EXPERIENCE:

- Five (5) years of progressively responsible experience in school business administration, finance, accounting, budgeting, facilities, operations, or related administrative functions in a California public school district or other public agency
- Demonstrated experience in budget development, financial management, and fiscal planning
- Successful experience supervising staff and leading multiple operational or business functions
- Experience presenting information and recommendations to executive leadership, governing boards, or other decision-making bodies is desirable
- Experience with facilities planning, maintenance and operations, purchasing, technology, risk management, collective bargaining support, or school business operations is desirable
- Experience in collective bargaining, labor relations, and fiscal analysis

EDUCATION:

- Bachelor's degree from an accredited college or university in business administration, public administration, accounting, finance, educational administration, or a related field
- Master's degree is preferred
- California Administrative Services Credential is desirable but not required
- CASBO Chief Business Official (CBO) Certification or other comparable professional certification is desirable

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides executive leadership in the development and implementation of the District Strategic Plan
- Advises the Superintendent and Board regarding fiscal sustainability and long-range financial planning
- Develops strategies to maximize state, federal, and local revenues
- Leads organizational change initiatives related to business operations
- Promotes continuous improvement and operational excellence throughout the Business Services Division
- Develops succession planning and leadership capacity among Business Services administrators
- Collaborates with Educational Services and Human Resources to align financial resources with District priorities, the Local Control and Accountability Plan (LCAP), and strategic initiatives
- Ensures transparency and accountability in District financial reporting
- Manages, directs, organizes, and administers the business, technology, financial, and risk management operations of the district as well as current and future infrastructure needs
- Supervises, with the assistance of Directors/managers, the overall operations of Fiscal Services, Payroll, Technology, Procurement, Risk Management, Maintenance, Operations, & Transportation, and Food Services
- Directly supervises and evaluates the Chief Technology Officer, Fiscal Services, Food Services
- Supervises the evaluation procedures in assigned areas or evaluates where authorized and participates as needed
- Participates in the selection of assigned Directors and personnel; provides coaching, counseling, and individual development as a leadership function
- Assists the Superintendent and Cabinet in identifying and establishing long-range plans and annual goals and objectives in support of the District's mission and vision and in partnership with the Board of Education
- Assists in the general planning, organization and management of the District
- Monitors policies and regulations in the business, fiscal, facilities, food services/child nutrition and health areas; amends existing policies/regulations, and deletes obsolete or inappropriate policies/regulations
- Stays current on all laws, rules, regulations, and interpretations of law regarding District entitlement to federal, state, and local monies
- Supervises the development and execution of the annual budget and interim reviews; analyzes and reviews budgetary and financial data; authorizes expenditures and contracts in accordance with established limitations
- Oversees the strategic planning and development of food services, maintenance and operations, and transportation services
- Responsible for the general liability, property and casualty risk management program
- Reviews past and current revenue and expenditure trends; prepares the District multiyear projections
- Coordinates short and long-range enrollment and average daily attendance projections for the District; coordinates staffing needs with Human Resources

- Serves as a resource and provides financial analyses and data as required for District negotiations
- Provides the Superintendent and the Board of Education with budget reports as requested; informs and advises the Superintendent and Board of Education on all matters concerning the fiscal status of the District, informing them immediately of any concerns he/she may have in regard to budgetary or other financial items
- Coordinates all aspects of the District's bond financing and investment programs
- Manages the District's real estate properties, including coordination of all phases of property acquisitions and/or sales
- Responsible for supervision of bond funds and associated modernizations, capital improvements, maintenance, and construction projects
- Manages the property and liability insurance program, disaster/emergency preparation and safety program
- Assists with the health and welfare benefits for District employees; makes recommendations to the Superintendent regarding District insurance programs
- Develops, maintains, and reviews contracts, agreements, leases, and other legal documents
- Manages business relationships and communicates with other administrators, District personnel, legal counsel, city officials, financial advisors, facility consultants, architects, and contractors to coordinate activities and programs
- Develops collaborative relationships with community organizations, municipal agencies, county offices of education, state agencies, financial institutions, and business partners
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District. Directs the District's internal audit activities
- Provides executive oversight of District technology systems, cybersecurity initiatives, enterprise information systems, business continuity planning, and technology infrastructure
- Plans, assigns, reviews and evaluates the quality of work of professional, technical and clerical employees
- Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Demonstrates proficiency with financial management systems, enterprise software, and technology necessary to perform executive responsibilities
- Performs a variety of office and administrative functions including responding to phone calls, emails, other correspondence, and the press, providing information to the public, and related activities
- Represents the District at county, area, or state meetings as directed by the Superintendent
- Attends all meetings of the Board of Education and serves on the Superintendent's Executive Cabinet
- Performs related duties as assigned by the Superintendent

KNOWLEDGE OF:

- Governmental accounting, budgeting, and purchasing principles and practices; contract management

- Audit and fiscal control procedures
- Applicable federal, state, and local laws, procedures, and policies related to school districts
- Financial analysis and projection techniques
- California school facilities processes and procedures

ABILITIES AND SKILLS:

- Plan, organize, control, and administer District-wide accounting operations and activities including the preparation, development, monitoring, reviewing, processing, analysis, maintenance, and adjustment of District budgets, funds, and accounts
- Communicate effectively both orally and in writing
- Interpret, comprehend, apply and explain rules, regulations, policies, procedures and legislation
- Utilize interpersonal skills using tact patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques
- Work independently with little direction
- Plan and organize work to meet schedules and timelines

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, ability to lift and carry ten pounds some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the position.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level in the work environment is usually moderate
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with District staff and the public
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- May be require to work evenings and weekends

*Will be required to have Live Scan fingerprinting complete and cleared prior to beginning work.