

Position: Associate Superintendent - Administrative Services / CBO	FLSA: Exempt	Work Days: 223
Reports to: Superintendent	Salary: Management Salary Schedule – Range B	

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Job Descriptions are not intended to reflect all duties performed within the job.

#### OVERALL OBJECTIVE AND SUMMARY:

Under the direction of the Superintendent the Associate Superintendent plans, directs, manages and oversees the administrative affairs of the District; supervises other departments and programs as directed by the Superintendent; and provides responsible and complex administrative support to the Superintendent.

The Associate manages the financial resources available to the District in a manner leading to a maximization of resources devoted to provision of educational services; and provides leadership and support for developing, implementing and monitoring the District budget.

#### DISTINGUISHING CAREER FEATURES

This position is effectively the Chief Financial and Administrative Officer of the District, responsible for integrating a complex array of services that support the delivery of education. Under the general direction of the Superintendent, this position is regularly involved in developing strategies and action plans for effective use of funds and other resources to assure viable operations of the District. The position is in continuous and high level contact with other administrators, advisory boards, and external agencies to accomplish the objectives of the position.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities may include, but are not limited to, the following:

- Support the implementation of Natomas Unified's Vision, Core Beliefs and Commitments, and Theory of Action.
- Serve as a member of the Superintendent's cabinet to ensure all district actions align with objectives and goals; assist the Superintendent in the determination of resource allocation and levels of service according to established district policy.
- Perform Superintendent's duties in the absence of the Superintendent as requested.
- Attend Board meetings; prepare and present information at Board meetings as requested.
- Serve as a District representative in the collective bargaining process for any/all bargaining units
- Oversee and direct the district debt management and public financing program, including the issuance of tax revenue anticipation notes, tax-exempt and taxable general obligation bonds, bond refinancing tools and capital leases
- Oversee District's real property acquisitions, including coordination with City, County and State agencies
- Oversee funding of school facilities program
- Negotiate contracts for purchase and sale of property for the construction program, e.g., Bond, elections, refunding and management of Bonds.
- Administers all School District elections, legal relationships, consultant and other contractual agreements.
- Administer of the district budget and lead the development of a long-term financial plan in conjunction with the Superintendent.
- Oversee the cash flow operations of the District and ensure the investment of available funds.
- Advise the Superintendent on all matters concerning operations and financial management of the district.
- Represent the District to the Board of Trustees and outside agencies on matters related to assigned department(s); coordinate activities with those of other districts and outside agencies and organizations as requested.

- Plan, direct, manage and oversee all activities and operations related to assigned department(s) supervise and direct staff; recommend, administer, and when needed, update policies and procedures ensuring compliance with state and federal laws and regulations and collective bargaining agreements.
- Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of district policies and practices; develop a system that regularly reviews and monitors district policies, practices and procedures to ensure services and programs are continually aligned and improved; allocate resources accordingly.
- Provide technical and intellectual expertise regarding assigned functions; formulate and develop practices and procedures.
- Participate in the development and administration of the budget for assigned department(s); forecast funds needed for staffing, equipment, materials, and supplies; authorize expenditures in accordance with established guidelines to ensure effective and efficient use of materials, budgets and human capital to accomplish district goals and objectives; implement budgetary adjustments as appropriate and necessary.
- Provide staff assistance to the Superintendent; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- Attend and participate in professional group meetings; stay abreast of changes and new developments in education.
- Communicate and collaborate with other administrators, district personnel and contractors to coordinate activities and programs; resolve issues and conflict; present draft proposals to the Superintendent.
- Promote alignment and continuity of systems and processes to identify and encourage leadership potential
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### Knowledge of:

- Applicable local, state and federal laws pertaining to operations and financial management of the district
- Generally accepted accounting principles, as well as auditing standards and practices
- Regulations governing finance and operations within a large school District, including the California Education Code
- Management skills to analyze programs, policies and operational needs.
- Conflict resolution strategies and team building principles and techniques.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State, and local laws, codes and regulations and the district's collective bargaining agreements.
- Excellent written and verbal communication skills.
- District organization operations, policies, goals and objectives.

### Ability to:

- Apply an exemplary work ethic directed at continuous learning and improvement, and be deeply committed to learning and to teaching others.
- Demonstrate character, honesty, loyalty and high ethical standards.
- Demonstrate and prize integrity, and show self-control, especially under pressure.
- Maintain confidentiality.
- Implement systems, structures and protocols for clarity.
- Interpret financial statements, perform risk-return analysis, and prepare financial and statistical reports.
- Lead and direct the operations, services and activities related to assigned department(s).
- Develop and administer, department goals, objectives, and procedures.
- Plan and organize work to meet schedules and deadlines.
- Identify and respond to community and District issues, concerns and needs.

- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing using tact and diplomacy.
- Demonstrate respect for each person in the organization.
- Maintain professional relationships with the Board of Trustees, Superintendent, other members of cabinet, parents, community members, colleagues, staff and school-related outside agencies.
- Work collaboratively and build positive relationships with a diverse range of stakeholders

### **PHYSICAL ABILITIES**

With reasonable accommodations, if necessary, hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities could qualify someone for this position. A typical way to obtain the knowledge and abilities would be:

- Education: Equivalent to a Bachelor's degree from an accredited college or university with a major in accounting, business, or related field
  - A master's degree in business, finance, or accounting and/or valid CPA certification is desirable
- Experience: Previous related experience in a school district, municipal agency, or similar organization is preferred.
- Completion of Chief Business Official Certification or program completion is desirable

### **LICENSES AND CERTIFICATES**

Valid California driver's license

CPA Certificate is desirable.