

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

Directly responsible to the Superintendent, the Assistant Superintendent for Business Services serves as the technical expert whose primary duty is the financial operation of the district and the development and implementation of the annual budget. The Assistant Superintendent is a member of the District's Management Team and the Superintendent's Cabinet.

The Assistant Superintendent for Business Services provides leadership and primary responsibility for the following areas: Accounting and payroll, budgeting, purchasing, attendance, internal controls, maintenance, building and grounds, food service, transportation, facility usage, insurance programs, disaster preparedness and loss control.

The Assistant Superintendent is also responsible for:

- Attending all regular and special meetings of the Board of Education and make reports on district programs as directed by the Superintendent
- Serving in the absence of the Superintendent of the District and regularly attending evening events as assigned
- Working with the Superintendent and senior management in implementing the Board's adopted plans and programs in all department areas
- Providing assistance to all District-level departments in the completion of their duties, as appropriate
- Contributing to meeting District goals by participating with the other senior level managers in their planning and management of District operations
- Attending professional meetings, conferences, academies, etc., to represent the District and the Superintendent as needed, and to keep abreast of current trends and professional practices
- Maintaining positive community relationships
- Maintaining respectful professional confidences
- Directing others to use appropriate protocols for communicating personal and/or professional concerns
- Promoting positive staff morale and relationships

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

- Responsible for the timely and efficient management of business and fiscal activities of the district
- Provide supervision to fiscal officer regarding the development and regular monitoring of the district's budget
- Provide direction and supervision over the district's accounting and payroll function including submission of required State reports
- Provide direction and supervision of the district's business, maintenance, grounds, transportation and food service programs
- Maintain, update, and interpret systems to ensure compliance with requirements of the Education Code and other legal codes and statutes
- Provide the Superintendent with regular reports regarding the status of all funds within the budget
- Advise the Superintendent in a timely manner regarding fiscal and budgetary issues that may pose a threat to financial stability of the district
- Assure compliance with AB 1200/2756 budget approval, Local Control Accountability Plan (LCAP) oversight, and monitoring activities

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES, continued

- Advise the Superintendent of sources of funds available for current and future District programs and actively seek solutions that will enable schools to offer successful educational programs
- Present required reports to the Superintendent for preview/review
- Coordinate and direct the district's long range financial planning process
- Prepare short-term and long-term financial planning reports, mandated cost claims and reports, cost analysis reports and program evaluations
- Coordinate the district's annual financial audit and administer the district's fixed asset program
- Responsible for generating and displaying district budget documentation so that the district management staff and school community clearly understand the financial condition of the district
- Act as the district's purchasing agent
- Oversee all bond/parcel measures and other associated projects
- Provide assistance to the Superintendent and Director of Human Resources in the analysis of employee contracts, and participate on all district bargaining teams
- Administer the district's property management, facility construction/remodeling and deferred maintenance programs
- Evaluate employees under his/her jurisdiction adhering to timelines and procedures noted in collective bargaining contracts
- Perform other duties as assigned by the Superintendent

QUALIFICATIONS

Knowledge of:

- Principles, techniques, and procedures of business administration, including public school budgeting and financial control
- Fiscal planning
- Risk management
- District organizational systems
- Facility development processes and funding alternatives
- Financial management systems
- Current trends and development in the field of school business
- Applicable provisions of federal, state, and district laws, rules and regulations
- Operations of payroll, transportation, maintenance, facilities, and nutrition services
- Office management and procedures
- Principles and practices of leadership, management, supervision and training
- California school curricular programs
- Equity and diversity issues

Ability to:

- Prioritize, organize, and multi-task
- Perform basic math including calculations using fractions, percentages, and/or ratios
- Interpret and develop budget information
- Set high-level goals, develop long-range plans, problem-solve, lead and accept personal accountability for moving in the direction of the goals
- Coach and mentor staff using a reflective approach for dialogue to reach collaboration and/or consensus
- Establish and maintain working relationships and work collaboratively with other administrative leaders in carrying out the work of the District

POSITION TITLE: ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES, continued

- Understand the connection between finance and instructional programs
- Interpret, apply and explain rules, regulations, policies and procedures
- Operate a computer and standard office equipment while utilizing a variety of computer software
- Prepare comprehensive narrative and statistical reports

- Communicate effectively in English both orally and in writing
- Perform under demanding, often stressful and varied work schedules with the ability to remain flexible and focused during interruptions and distractions
- Meet deadlines and schedules
- Display tact and courtesy
- Maintain confidentiality
- Maintain and improve professional competence through professional development
- Problem solve and find solutions
- Serve on all committees as directed by the Superintendent

EDUCATION AND EXPERIENCE:

- Degree in Business, Accounting or related field required, MA preferred
- 3 years required, 5 years preferred verifiable experience as an Assistant Superintendent of Business Services or similarly titled district administrative position
- School Business Certification through a school professional agency required, CPA certification preferred
- Valid CA Driver's License
- Prior school administrative experience is desirable

PHYSICAL REQUIREMENTS: Incorporated within one or more of the essential functions of the position are the essential physical requirements.

Ability to:

- See, for purposes of working on the computer, observing support staff and reading materials, reports, budgets and other printed matter
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Sit, stand, and walk for extended periods of time
- Operate equipment, computer, copy machine and other office equipment with dexterity
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Meet the travel requirements of this position including driving between school sites as needed
- Lift and carry up to 25 pounds

WORKING CONDITIONS:

Office and school site work environment subject to travel between and within school sites, sitting at a desk for long periods of time, bending, crouching, or kneeling at files or equipment, pushing/pulling of file drawers, and reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of Americans With Disabilities Act regarding reasonable accommodation procedures.