

# Sequoia Union High School District Job Description

## Associate Superintendent / Chief Business Officer

**LEVEL:** Senior Management

**SALARY RANGE:** Competitive, Negotiable and Based On Experience

### **JOB SUMMARY:**

Under direction of the Superintendent, provides district wide leadership and supervises, plans, organizes, develops, and directs the Business Services Division, including the following departments: Fiscal Services, Accounting, Budget, Purchasing, Technology, Transportation, Nutrition, Grounds, Maintenance, Custodial, Operations, Energy, Nutrition, Risk Management, Construction and Planning including Bond Management Oversight; supervise and train management level division staff, promote programs to students, staff and the general public, supervise and participate in the preparation, accounting and maintenance of all related financial records, statements, reports and cost studies; provides and maintains efficient and effective business services to all schools and departments in the District, and to do other related work as required.

### **ESSENTIAL FUNCTIONS (include but not limited to)**

The Associate Superintendent / Chief Business Officer provides District-wide leadership and direction in the following areas:

1. Oversees all business and administrative services programs, including all areas of development, implementation, and evaluation.
2. Represents the District in communicating and collaborating with other school districts, public agencies and the general public as directed.
3. Assists the Superintendent in establishing long-range and strategic plans, annual goals, and direction in alliance with the Board of Trustees.
4. Attends all Board meetings, assists the Superintendent in the development of Board agendas.
5. Supervises the overall operation of construction, fiscal services, accounting, budget, delivery, insurance, payroll, purchasing, warehouse, technology and informational systems, investment and financing, General Obligation Bonds, leases, COPS and Parcel Tax, risk management, safety, Workers Compensation, Home to School and Special Education transportation, custodial, grounds, maintenance, energy, nutrition services.

6. Directly supervises and evaluates the directors of the following departments: Bond, Nutrition, Fiscal Services, Transportation, Facilities, Planning, Risk Management and Technology.
7. Supervises the evaluation procedures in assigned areas or evaluates where authorized and participates as needed. Designs and supervises the instruction and training of department personnel.
8. Monitors policies and regulations in the business, fiscal, and administrative areas.
9. Monitors overall district organizations, systems, and operations for the Superintendent; recommends adjustments to ensure consistent non-conflicting practices, applications, and concepts.
10. Keeps current and informed on all laws, rules, regulations, and interpretations of law regarding district entitlement of federal, state, and local monies including estimating property tax revenues and knowledgeable of the District's community funded status.
11. Assumes responsibility for submission of all Business Services related federal, state, and local reports as may be required. Maintains adherence to the requirements of the LCFF and knowledgeable of the LCAP process.
12. Coordinates and manages all matters relating to the external auditing of all fiscal aspects of programs and offices in the District.
13. Administers pupil attendance for the District and provides for the preparation of required county, state, and federal reports.
14. Prepares and monitors the annual Adopted Budget and First, Second and Third Interim reports, Unaudited Actuals, other periodic reports, including estimating revenues and expenditures, and multi-year plans. Presents budget and interim reports to the Board, staff, and community.
15. Serves as the District's investment manager, including administration of bonds, COPS and TRANS.
16. Serves as the District's representative in legal matters pertaining to the District's financial interests.
17. Serves as a resource and assists in the development of management options and preparation of data essential to the collective bargaining process; serves as a resource and provides assistance in negotiations and administering contracts.
18. Secures and maintains adequate insurance and bonding as required by law, and administers the various District insurance programs.
19. Assumes responsibility for the operation of inventory and fixed asset systems.

20. Assumes the responsibility for all insurance related programs, medical, dental, vision, life insurance, Workers Compensation, bonding and property and liability programs.
21. Participates in related Joint Powers or other agencies as a Board or Executive Committee member.
22. Conducts financial oversight of charter schools authorized by, or operating within the district.
23. Manages the District's real estate programs, including coordination of all phases of property acquisitions and/or sales.
24. Plans, recommends, and establishes procedures and controls for efficient property management, including collection and monitoring of developer fees, rentals, and contracts; administers rental and leasing of facilities.
25. As a member of the District Management Team, works cooperatively with other members of the Management Team in the formulation of district policies and their implementation. Works closely with other Divisions and Departments.
26. Provides fiscal management of department resources, including analyzing financial and operating statements; maintains required fiscal records.
27. Directs and monitors the work flow of all department staff including, but not limited to; budget preparation and expenditure control, data processing entry and reporting to the various budget and accounting systems, reports of expenditures and revenue, financial statements and reports, receipt and disbursement of funds for all expenditures, position control systems and tracking of fixed asset and other inventories.
28. Supervises the development of specifications for supplies and equipment bids, Requests for Proposals (RFP) and Request for Quotations (RFQ).Reviews all bids, RFP's and RFQ's and make appropriate recommendations for purchase.
29. Assesses District needs and recommends purchase of new or replacement supplies and equipment, including furniture and equipment of all District facilities.
30. Liaison to and supervises reconciliation of district records internally and with those of the Office of the County Superintendent of Schools, State Department of Education, San Mateo, the cities of Belmont, San Carlos, Redwood City, East Palo Alto, Menlo Park, Woodside, and Portola Valley, and all other governmental agencies related to purchasing services.
31. Conducts research in and keeps abreast of developments in school district laws, rules and regulations related to Business Services.
32. Works cooperatively with District staff and other agencies in the procurement of bulk items, including "piggy-back" bids.

33. Accepts opportunities to share in district policy development, planning, and evaluation.
34. Screens job applicants, interviews applicants, and recommends employment and assignment to/for department vacancies.
35. Acts as information source to administrators, department directors and supervisors, staff, and other regarding policies, procedures, standards, and requirements; consults with district administrators regarding department and site needs and programs.
36. Meets with students, teachers, parents, vendors, employees, and community groups regarding Business Services matters.
37. Leads various district committees and teams, including the Budget Advisory Committee, the Bond/Parcel Tax Committee, the Facilities Needs Task Force, and any other related oversight committees.
38. Leads and plays key operational role in related Foundations, including, but not limited to program such as the Teacher Housing Foundation and the Teacher Mortgage Assistance Program.
39. Monitors the activities and funding streams from local Redevelopment Agencies.
40. Maintains a lead role in procuring and interpreting demographic and enrollment projection studies and reports.
41. Maintains a lead role in procuring and interpreting developer fee justification studies and long-range facilities plans. Works with the Bond Projects and Planning Department on long-range and site specific facility needs plans, both current and multi-phase.
42. Attend conferences and workshops related to assigned tasks and to maintain continuing education.
43. Manages contracts for consultants and independent contractors related to assigned tasks.
44. Does other related work as required and assigned by the Superintendent.

### **QUALIFICATIONS**

The successful candidate will have:

1. Minimum of five years of successful, broad, varied, and increasingly responsible administrative and supervisory experience within a mid-size California public school district operation, of which at least two years in a Cabinet level capacity, or senior position.
2. Bachelor's degree in business or public administration, or related field from an accredited institution; a master's degree in business or public administration, or CPA preferred.

3. Certified CASBO CBO with an E designation preferred.
4. Knowledge of governmental budgeting, accounting, purchasing, and contracts; audit and fiscal control procedures; laws and regulations governing public school finance; technology and the implementation of technological advances for school districts; and effective supervision and evaluation of personnel.
5. The District may, in its sole discretion, substitute extensive or unique experiences, for any required employment standard.
6. Engage in and successfully complete Continuing Education as required by applicable Federal or State of California requirements.
7. Active in local or state, Business Services related groups or associations.

Knowledge of:

1. Principles of organization and administration as they apply to Basic Aid Community funded schools and business management services.
2. Accounting and financial record keeping principles and procedures especially as they pertain to governmental and school district accounting. Familiarity with the California School Accounting Manual.
3. Modern office methods and practices including extensive computer use, letter and report writing.
4. Experience in the supervision of varied administrative and non-administrative staff.
5. Maintaining cooperative working relationships with school district officials, staff, and the general public.

Ability to:

1. Reason logically and think independently.
2. Analyze situations accurately and decide upon appropriate action.
3. Select, train and supervise personnel, administrators and staff.
4. Compose independently clear and accurate correspondence, memoranda, bulletins and reports.
5. Proficient in the use of computer software and email. Use and understand data processing input and output.
6. Establish and maintain cooperative working relationships with those contacted in the course of work.

7. Learn, interpret and apply school district policies, laws, rules and regulations and to apply them with good judgment in a variety of procedural matters without immediate supervision.
8. Take responsibility using independent initiative and good judgment in exercising the scope and authority of the position.
9. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
10. Work with a high degree of independence.

Physical Requirements and Working Conditions:

1. Requires vision (which may be corrected) to read small print.
2. Requires the mobility to stand, stoop, reach and bend.
- 3.
4. Requires mobility of arms to reach and dexterity of hands to grasp, and manipulate small objects.
5. Perform work, which may require sitting for prolonged periods.
6. Is subject to inside and outside environmental conditions.
7. May be required to work at a computer terminal for prolonged periods.
8. May be required to take and pass a physical examination.
9. Will be required to have Live Scan fingerprinting completed and cleared prior to beginning work.
10. May be require to work evenings and weekends.
11. Will be required to attend periodic evening meetings and travel within and out of the District boundaries to attend meetings.
12. Must have a valid California driver's license and be insured.
13. Utilize own vehicle for transportation as needed.