

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT - BUSINESS

BASIC FUNCTION:

Under administrative direction, plan, organize, control and provide overall direction to a variety of programs and services for the district related to business services, information technology, risk management, purchasing, child nutrition services, maintenance and operations, and facilities; direct and participate in the development of policies, procedures and fiscal decisions; develop, review, and approve the preparation of annual budget; supervise and evaluate assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, control and provide overall direction to major organizational units to assure the proper delivery of programs, projects, activities, and services of business services, information technology, risk management, purchasing, child nutrition services, maintenance and operations, and facilities; assure responsiveness to district objectives and priorities. *E*

Supervise and evaluate the performance of assigned professional and clerical staff, interview and select employees, termination and disciplinary actions. *E*

Provide technical expertise and information regarding assigned functions, formulate, develop and implement policies and procedures affecting assigned functional or program areas; plan, develop, and recommend programs, goals and objectives for assigned divisions and departments. *E*

Communicate with directors, administrative staff, and other district personnel to coordinate activities and programs, to assist with decisions having fiscal impact, to assure the smooth and efficient delivery of services, to resolve issues and conflicts, and to exchange information. *E*

Analyze issues and data related to mandated responsibilities and obligations related to solvency, legal compliance, and related statutes, advise school district management and boards regarding decisions related to funding, legislation, business, maintenance and operations, and political issues. *E*

Meet with committees, Boards, advisory groups and other to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans. *E*

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of district functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of business-related programs and services. *E*

Represent the assigned programs and services to district and local, State and federal agencies and committees; make presentations to associations, community groups and the media regarding district matters related to assigned programs and services. *E*

Direct and participate in the preparation of records and report covering assigned activities and projects. *E*

Develop, review and approve the preparation of the annual budget for district, oversee school budgets and district financial transactions; provide direction and advice to district personnel. *E*

Attend local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities
Federal, State, local, and Board policies
Modern management, fiscal and business policies, practices, and procedures
Policies and objectives of assigned programs, services, and activities
Facilities management
Accounting and auditing principles and practices
Insurance and self-funding policies, practices, and procedures
Principles and practices of administration, supervision and training
District organization, operations, policies and objectives
Interpersonal skills using tact, patience and courtesy
Budget preparation and control

ABILITY TO:

Plan, organize, control and provide overall direction to a variety of programs services
Direct, and participate in the development of policies, procedures, and fiscal decisions
Develop, review, and approve the preparation of the annual budget for district
Interpret and apply provisions of State Education Code and various regulatory agencies
Assemble and analyze data and make appropriate recommendations
Prepare and deliver oral presentations
Train, supervise and evaluate personnel.
Interpret, apply and explain, complex rules, regulations, policies and procedures
Maintain current knowledge of program rules, regulations, requirements and restrictions
Analyze complex data and situations accurately and adopt an effective course of action

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in Business or Public Administration, Accounting or related field and seven years of increasingly responsible professional accounting and business experience in a school District or public agency and five years in a management capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects

Seeing to read a variety of materials.

Driving a vehicle to conduct work.