

PALO VERDE UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

DESCRIPTION:

Under supervision of the Superintendent, the Assistant Superintendent of Business Services is directly responsible to the Superintendent of Schools for planning, coordinating and directing the business and related activities of the School District.

General Direction and supervision is exercised over the Business Services Office, Facilities Services, Construction and Site Acquisition, Maintenance, Operation and Transportation, Fiscal Services, Purchasing, Nutrition Services, and Risk Management.

EDUCATION AND EXPERIENCE:

1. Master's degree or higher preferred.
2. Five years of progressively responsible professional experience in business planning and management activities preferably for a school district or other public agency and three years at the supervisory level.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

1. Provides executive leadership in long-range and daily planning, direction and control of all policies, plans and procedures related to the District's business services, and assists supervisors in the performance of business programs.
2. Develops and recommends to the Superintendent of Schools policies pertaining to the operation of business services.
3. Establishes and oversees implementation of operating objectives within the framework of approved policy, for each of the administrative services listed above to ensure the effective support to the educational functions of the District.
4. Supervises and coordinates the activities of the Division of Business Services, including transportation, nutrition services, facility and support operations, warehouse, renovation, modernization and new construction, site and property acquisition, insurance programs; of the Department of Fiscal Services, including budgeting, accounting, purchasing, and financial reports.
5. Evaluates on a continuing basis the business administrative support services of the school system, supervises the development of long and short-range plans for the business functions of the District.
6. Provides leadership for a positive financial management control operations, to the extent permitted by the Education Code and other external rules and procedures; establishes a sound basis for professional management of all income and expenditures of the District.
7. Directs the development of budgetary procedures, systems of budgetary presentation methods to explain the District budget to the Board of Education, Superintendent, Cabinet, and appropriate County and other government officials for development and approval.
8. Directs the development and maintenance of systems and procedures, including accurate efficient forms design and control of paperwork flow and equipment, for all function and services as related to the business of the District.
9. Supervises the District's insurance programs and serves as the District representative/alternative on Joint Powers Agencies Boards as they relate to insurance programs.
10. Directs and participates in the development and administration of the facilities budget, site acquisition, and building program.

11. Negotiates and executes contracts for the District, including leases and sale of surplus properties; represents the District in a variety of legal, contractual and other business matters.
12. Assists the Superintendent in long-range and strategic planning.
13. Serves on the District Negotiation Team and provide financial data as it relates to the district fiscal status.
14. Serves as liaison to the community, public agencies and other organization as it relates to the business matters of the District

KNOWLEDGE & SKILLS REQUIRED:

1. Requires advanced understanding of modern business management for non-profit entities, including the principles and practices associated with integrating related business functions.
2. Requires in-depth knowledge of the regulations governing finance and operations within a large school district, including the California Education Code.
3. Requires skill at solving complex problems that involve consideration of impact on services to the organization.
4. Requires sufficient language and human relation skills to prepare complex and decisive reports, prepare and deliver formal presentations to large and diverse audiences, and to build productive and effective work teams.
5. Knowledge of planning, organizations, and direction of business, finance and capital construction functions of a school district.
6. Understanding of business management principles and processes, including budget preparation and control.
7. Knowledge of applicable laws, codes, regulations, policies, and procedures.
8. Strong interpersonal skills demonstrated by the ability to establish and maintain effective relationships.
9. Experience that demonstrates the ability to anticipate courses of action and to make clear recommendations to the Board based on sound educational and fiscal considerations.

This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.

PHYSICAL ABILITIES:

1. Visual capability to read handwritten or typed documents, and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation.
3. Able to hear normal range verbal conversation (approximately 60 decibels).
4. Able to sit, stand, stoop, kneel, bend and walk for sustained periods of time.
5. Able to climb slopes, stairs, steps and ladders.
6. Able to lift up to 30 pounds frequently and up to 50 pounds occasionally.
7. Able to carry up to 30 pounds frequently and up to 50 pounds occasionally.
8. Able to operate office machines and equipment in a safe and effective manner.
9. Demonstrate manual dexterity necessary to operate calculator, typewriter and /or computer keyboard at the required speed and accuracy.
10. Able to obtain and maintain a required valid driver's license.
11. Able to drive out of town for meetings, conferences, recruitment, etc.

EMPLOYMENT STATUS:

SUPERVISOR:

Superintendent of Schools

STATUS:

Management/Supervisory-Schedule 238

WORK PERIOD:

12 months; 8 hours per day; 247 days/year

OVERTIME STATUS:

Exempt

Revised: 5/28/97

Revised: 5/5/20