

VISTA UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT – BUSINESS SERVICES

Purpose Statement

The purpose of an Assistant Superintendent of Business Services is to serve as the District's chief financial advisor; provide leadership for the District's business and support functions in order to maximize resources in service of student achievement; ensure efficient and cost-effective operations, oversight, and administration of the Business Services Division; ensure compliance to established policies, procedures and/or codes; achieve defined objectives by planning, evaluating, developing, implementing, and maintaining services in compliance with established guidelines; oversee various departments including Child Nutrition Services, Facilities, Fiscal Services, Information Technology, Maintenance, Operations, Printing, Purchasing, Risk Management, Safety, Security, Transportation, and Warehouse services; address a variety of administrative needs and processes; and serve as a member of the leadership team and Superintendent's Cabinet.

This job reports to the Superintendent.

Essential Functions

- Assists in the strategic planning, development, organization, and management of the District, including the analysis, interpretation, and integration of legislation, regulations, and policies for the purpose of providing effective business practices for the District and providing clear and positive direction for all programs.
- Attends and participates in meetings, workshops, and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with internal and external personnel (e.g., District and site administrators and personnel, regulatory agencies, contractors, vendors, and others) for the purpose of providing information and general support and implementing and maintaining services and programs.
- Develops, directs, and monitors the District's short and long-range fiscal plans for the purpose of recommending prioritization of resources.
- Directs and coordinates preparation of the annual budget for approval and adoption by the Board of Trustees for the purpose of ensuring solvency and administering the District's financial program within legal requirements.
- Directs the development of budgetary procedures and prepares reports and presentations (e.g. interim reports, budget guidelines and assumptions, staffing ratios, new program analysis, negotiations analysis, etc.) for the purpose of keeping the Superintendent, Board, and other entities informed regarding the financial activity of the District.
- Facilitates meetings and workshops for the purpose of identifying issues, developing recommendations, supporting other staff, and serving as a District representative.
- Negotiates and executes contracts for the District, including leases and sale of surplus properties, for the purpose of representing the District in a variety of legal, contractual, and other business matters.
- Oversees the compilation of data from a wide variety of sources for the purpose of analyzing issues, ensuring compliance with organization policies and procedures, and/or monitoring program components.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
- Prepares a wide variety of complex reports, correspondence, and other materials relating to the business

and operation of the District for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, and providing supporting materials for requested actions.

- Presents information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
- Provides executive direction and leadership in long-range and daily planning, organization, direction, and control of all policies, plans and procedures relating to business programs and departments (e.g., security services, transportation, child nutrition services, warehousing, budgeting, accounting, purchasing, financial reports, information systems implementation and development, forms management and printing program of the District, etc.) for the purpose of ensuring economy, safety, effective communication, efficient use of equipment and supplies, and complying with Board policies and State and Federal statutes and regulations.
- Provides executive direction and leadership in long-range and daily planning, organization, direction, and control of all policies, plans and procedures relating to facilities, construction, and modernization (e.g., facility and support operations, renovation, modernization and new construction, site and property acquisition, insurance programs, public forums and committees relating to facilities, planning, and bonds, etc.) for the purpose of meeting the operating needs of the District and complying with Board policies and State and Federal statutes and regulations.
- Researches a variety of topics for the purpose of developing new programs/services, ensuring program compliance with established requirements, securing general information, and/or responding to requests.
- Responds to a variety of inquiries for the purpose of identifying the relevant issues and recommending or implementing a plan of action that will efficiently resolve the issue.
- Serves as a liaison with the community, public agencies, and other organizations including committees and local, state, and federal agencies for the purpose of conveying and/or gathering information required to perform functions.
- Serves as the chief financial advisor to the Superintendent, Board of Trustees, and the community and provides information, analysis, and recommendations regarding business, financial, operational, and administrative aspects of the District for the purpose of providing effective business practices for the District.
- Serves on the District Negotiation Team for the purpose of providing data as it relates to the District's fiscal status.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- analyzing budgets;
- analyzing data;
- applying job-related codes, regulations and laws;
- classifying data and/or information;
- communicating with diverse groups;
- conducting interviews;

- facilitating meetings;
- formulating policies;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including using a variety of software applications;
- planning and managing projects;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms;
- utilizing conflict resolution techniques.

KNOWLEDGE is required to utilize theoretical mathematical concepts; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- business telephone etiquette;
- community resources;
- concepts of grammar, spelling and punctuation;
- health and safety regulations;
- interviewing techniques and practices;
- job-related codes/laws/rules/regulations/policies;
- keyboarding;
- legal, procedural, and reporting requirements in school district budgeting and accounting;
- methods of organizing, scheduling, and prioritizing workloads;
- methods of training;
- modern office practices and procedures;
- office equipment and technology;
- personnel administration practices;
- personnel and payroll processes;
- practices and procedures of auditing and fiscal control;
- practices and theories of modern school business management;
- principles and practices of budgeting and accounting;
- principles of procedure analysis and cost accounting;
- program planning and development;
- reading and writing communication skills;
- record keeping techniques;
- safe driving practices and methods;
- safety practices and procedures;
- school district organization, operations, policies, and objectives;
- school safety and security practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing work priorities;
- analyzing issues and determining appropriate course of action;
- collaborating with parents, community members, and staff members;
- communicating with diverse groups and individuals;
- displaying tact and courtesy;

- effectively planning, organizing, controlling, and directing the services of assigned departments;
- establishing and maintaining effective working relationships with others;
- maintaining confidentiality;
- maintaining effective budgeting and financial control;
- meeting deadlines and schedules;
- multitasking;
- operating a motor vehicle;
- organizing tasks;
- preparing comprehensive narrative and statistical reports;
- providing excellent customer service;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- setting priorities;
- working as part of a team;
- working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelor's Degree in job-related area.

Equivalency: Bachelor's degree in business administration, public administration, accounting, or related field and five (5) years of increasingly responsible experience managing business services in a public agency with at least three (3) years in a management capacity. School district experience is highly preferred. A Chief Business Official (CBO) certification from the California Association of School Business Officials (CASBO) is highly desirable.

Any other combination of education, training, and experience that could likely provide the desired skills, knowledge, and abilities may be considered.

Retention: In accordance with Education Codes 45108.5 and 45256.5, this classification is designated as senior management. Employees whose positions are designated as senior management of the classified service shall be a part of the classified service and shall be afforded all rights, benefits, and burdens of other classified employees, except that they shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Driver License and evidence of insurability.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

Revised: 11/03/1992

Revised: 02/05/2019

Salary Grade

Classified Management, Range

32