SAN LEANDRO UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT-BUSINESS SERVICES

DEFINITION

Under administrative direction of the superintendent, this senior classified management position plans, organizes, assigns, directs, and reviews the work of the Business Services Division, which involves such functions as accounting, auditing, payroll management, investment portfolio management, assets, management, cash flow, budget and control, insurance and records management, property and liability risk and management, management information, and management of the SLUSD Maintenance and Operations and Food and Nutrition Services departments. Provides leadership for the district in all aspects of facilities and operations including long-range planning bond elections, communication with local agencies, developers, developer fee program, enrollment projections, risk management, and maintenance and disaster preparedness, and to do related work as may be assigned.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

- Ensures controls between purchasing, accounts payable, and the human resources and payroll departments;
- Directs and coordinates the preparation of the district's annual budget at the direction of the superintendent in cooperation with other managers and personnel;
- Assists the superintendent in long-range financial planning and business policy development on district matters related to projected needs;
- Reviews, proposes, monitors and informs staff and community of legislation affecting fiscal management and projected financial needs;
- Responsible for cost effectiveness of the district's business services division;
- Responsible for the comprehensive management information system for the district;
- Responsible for meeting requirements to the success of the district's fiscal accountability;
- Administers and interprets statutes, regulations and policies concerned with the responsibilities of business finances, facilities, operations and administration;
- Provides relevant and timely data, and participates as appropriate in the collective bargaining process;
- Assumes efficient management consistent with applicable law;
- Responsible for cost effectiveness of departments in the Business Services Division;
- Recommends changes in organization and procedures of the Business Services Division and interprets policies to the personnel of the division;
- Prepares reports for the superintendent, staff, and governing board;
- Represents the district in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning business, finance, facilities and operations, including negotiating mitigation agreements;
- Reviews, proposes, monitor and informs staff and community of legislation affecting business, finance, facilities, operations and its projected financial implications;
- Responsible for training and professional development of division staff;
- Supervises and evaluates management staff in the division;
- Aggressively pursues all possible revenue sources for facilities, maintenance and transportation;
- Works closely with district's technical consultants in this process;
- Establishes collaborative working relationships with school site administration, staff, and all stakeholders;
- Fosters a client focused approach to division work;
- Participates as a member of the superintendent's cabinet;
- Works closely with members of district management team;
- Directs the development and administration of district budget;
- Discusses unusual problems involving deviations from policy or precedent with the superintendent;
- Attends district, county, and state meetings as appropriate;

- Attends meetings to discuss with school administrators all phases of departments under his supervision;
- Attends area meetings with staff members, the governing board, teacher groups, and the public to examine and explain in detail all facets of the preliminary budget and budget development processes;
- Attends all board meetings and carries out special financial or statistical research or analytical studies to assist administration of the board in the formulation of new or revised fiscal programs;
- Develops new procedures as needed and sees that the established procedures are carried out efficiently;
- Supervises the maintenance of records of expenditures and income and of balances of all appropriations;
- Supervises internal audits of accounts;
- Supervises the directors, supervisors and managers within the Business Services Division.

QUALIFICATIONS

Knowledge of:

- Theory and practice of modern school business management;
- Governmental budgeting, accounting, purchasing, stores, insurance and contracts;
- Audit and fiscal control procedures;
- Staff development and effective management techniques;
- Technology and the implementation of technological advances for the schools/district.

Ability to:

- Plan, direct, establish priorities and coordinate a variety of complex technical operations involving the operations of multiple specialized units;
- Prepare and/or present clear and concise reports regarding complex technical information;
- Use positive interpersonal skills to provide effective leadership to staff and to work collaboratively with those contacted in the course of work;
- Apply knowledge and understanding of management to analyze and identify present and potential problems;
- Utilize a collaborative approach to develop and evaluate alternate solutions, and propose plans of action;
- Interpret and apply laws, rules, regulation and policies;
- Supervise and evaluate the activities of others;
- Disseminate necessary information to sites for effective decision making;
- Make use of technology for information, communication, and data management;
- Establish and maintain cooperative working relationships with those contacted in the course of the work.

Education and Experience:

- Graduation from a recognized four-year college or university, with a major or graduate study in business administration, public administration, or education or related field.
- Five years of recent Business Management or Facilities Management experience in an administrative or executive position with a school district of average daily attendance of no less than 5,000 students or equivalent public or private experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license and proof of current California auto liability insurance at time of appointment and throughout employment in this classification
- Personal automobile for job-related travel

WORK YEAR: 222 Days

WORKING CONDITIONS:

Office environment. Occasional work in school and meeting room settings. Travel between locations required.

PHYSICAL REQUIREMENTS:

Frequency Key; None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency		Activity	Frequency
Bend	2		Lift/carry 0-10 lbs	3
Twist	2		Lift/carry 11-20 lbs	2
Squat	2		Lift/carry 21-30 lbs	1
Kneel	2		Lift/carry 31+ lbs	1
Climb	1		Stand	3
Reach above shoulder	1		Walk	3
Grip/Grasp	1		Sit	3
Extend/Flex Neck	2		Drive	2
Use Right Hand	4		Perform Repetitive Hand Motions	4
Use Left Hand	4		Keyboarding/Mouse Work	4
Ability to See	4		Ability to Hear	4