

FULLERTON SCHOOL DISTRICT
CLASSIFIED PERSONNEL COMMISSION
CONTRACT

ASSISTANT SUPERINTENDENT/BUSINESS SERVICES

JOB SUMMARY

This cabinet level position is under general administrative direction of the District Superintendent and uses highly critical decision-making abilities to direct, organize and administer the Business Services division of the school district. This position administers the annual budget and projects long-term financial planning and provides advice, consultation and assistance to the Superintendent in matters related to areas of assigned responsibility.

EXAMPLES OF DUTIES

Administers the financial operations of the District, assuring compliance with the law, county requirements and professional accounting standards; oversees financial management staff and provides for the accurate and timely reporting of financial data; identifies potential problems and prepares special cost analysis reports as requested by the Superintendent; recommends strategies for short and long term investments and financial borrowing needs; coordinates with investment bankers and other financial consultants; coordinates with district office and school staff in contract development and interpretation; reviews budget guidelines and the development and administration of the annual budget, advising the Board relative to policy and school finance; oversees, analyzes and computes income from all sources including Federal, State, local and other sources; prepares and reviews budget guidelines and directs the development and administration of the annual budget, advising the Board relative to policy and school finance; reviews and monitors the operation of business related data processing, establishing methods of providing computer service; participates in and advises on the financial and operational aspects of labor contract negotiations; meets with public officials on mutual issues, concerns and projects; confers with, and advises site administrators and department heads regarding school business matters; prepares written and oral reports and correspondence; maintains liaisons with the city and county level staff regarding residential and commercial development; coordinates developer fee activities, and projects developer fee income; administers the District's programs for food service, transportation, purchasing and warehouse, risk management, employee benefits, copy center, maintenance/operations; advises Superintendent and Board on facility planning needs, manages acquisition, sale and lease of District real property and facilities; oversees facility modernization, expansion projects and facility use; manages other departments as assigned; responsible for the staffing, assignment, training, evaluation and discipline of employees within the assigned areas of supervision.

EMPLOYMENT STANDARDS

Education: Equivalent to graduation from an accredited college or university with a Masters Degree in accounting, business administration, public administration or closely related field, supplemented by graduate courses in related financial or education areas.

Chief Business Official Certificate is desired. An advanced degree is highly desirable, preferably with specialization in public school finance.

Experience: Equivalent to a minimum of five (5) years of increasingly responsible business services administrative experience in a school district, public agency or private organization; additional years of financial management experience can be used to equate for education requirements above a BA up to 15 semester units.

Knowledge: Laws, rules, ordinances, regulations, policies and procedures related to assigned divisional activities; principles and practices of modern public sector/school business management and administration; objectives and operating practices relative to the above listed divisional responsibilities; business related data processing; principles and practices of personnel management, accounting and payroll, purchasing, electronic data processing, risk management, warehousing, food service, contracts, budget preparation and control, debt issuance, maintenance/operations and facilities construction.

Ability to: Plan, organize, direct, and control, the District's Business Division functions; interpret, administer, apply statutes, ordinances, policies, regulations and directives; analyze data, make projections; supervise and train managerial-level staff; deal with complex statistical data and make complex mathematical calculations; communicate clearly and concisely, both orally and in writing; research, prepare and present clear, concise and comprehensive reports; make informed decisions and recommendations on a wide variety of business matters.

License: A valid Class C California Driver's License.