

## LOMPOC UNIFIED SCHOOL DISTRICT

**CLASS TITLE:** Assistant Superintendent of Business Services

### **BASIC FUNCTION:**

Under direction of the Superintendent, plans, organizes, manages, directs and supervises the personnel, functions and activities of the Business, Facilities and Administrative Support Services Division, including budget development and monitoring, financial accounting, payroll, attendance, purchasing and warehouse operations, risk management, information services, legislative review and monitoring and support for the District's collective bargaining functions.

The Assistant Superintendent of Business, Facilities and Administrative Support Services is also responsible for the safety, maintenance, construction and operations of buildings, grounds and equipment of the District, oversees the support services of the District, including maintenance, operations, transportation, food services, energy/safety, deferred and planned maintenance, facilities, coordination and construction. Responsible for the planning, organization, coordination and implementation of the school housing and facility program, including design, financing and construction of new school facilities and repair, maintenance, alteration, reconstruction and relocation of existing school facilities. Performs other related work as required. This position reports directly to the Superintendent.

Special emphasis shall be to assist the Superintendent and staff in the task of providing leadership in developing, achieving and maintaining the most effective educational program possible.

The Assistant Superintendent of Business, Facilities and Administrative Support Services will supervise the following: Director, Fiscal Services; Manager, Food Services; Manager, Maintenance and Operations; Manager, Purchasing; Manager, Transportation; Executive Assistant; and Switchboard Receptionist

### **REPRESENTATIVE DUTIES AND JOB FUNCTIONS:**

Supervises and coordinates the activities and operations of the Business Services Division. **E**

Administers the preparation of the annual budget for all District funds, including details of income and expenditures. **E**

Develops and implements a communication system that presents the budget to the Superintendent, Board of Education, and the community in an understandable, usable format. **E**

Is responsible for all required financial reports to federal, state, and local agencies. **E**

Directs personnel engaged in budget development and monitoring, accounts payable, accounts receivable, payroll, attendance accounting, internal auditing, purchasing and warehousing, printing and risk management. **E**

Formulates and recommends to the Superintendent for approval or submission to the Board of Education, policies governing the operation and control of the Business Services Division. **E**

Evaluates, on a continuing basis, the administrative support services of the school system; supervises the development of long and short-range plans for the Business Services Division and submits reports to the Superintendent on accomplishments and future activities of the Business Services Division. **E**

Assists in the planning, development and implementation of Board policies, administrative regulations and the strategies for achieving District goals and objectives. **E**

Prepares reports and recommendations for the Superintendent and the Governing Board, including comprehensive financial data covering all aspects of school finance. **E**

Works closely with the Director of Personnel Support Services, Assistant Superintendent of Education Support Services, Principals, Directors, Supervisors, and other personnel. **E**

Assists in the interview and selection of classified personnel when appropriate. **E**

Participates as a member of the District negotiating team as assigned by the Superintendent. **E**

Supervises a program of budget control. Is responsible for the projection of revenues and expenditures. **E**

Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District. Directs the District's internal audit activities. **E**

Supervises the data processing procedures to provide management information, evaluation techniques and long-range forecasts. **E**

Supervises the purchasing and warehouse operations. **E**

Plans, assigns, reviews and evaluates the quality of work of professional, technical and clerical employees. **E**

Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions. **E**

Serves as one of the Superintendent's primary liaisons to school sites in the District; serves as District liaison to local agencies, including cities and counties. **E**

Prepares and coordinates all necessary documents and activities related to school facility planning and construction funding. **E**

Coordinates the preparation of plans from the developed educational, performance and equipment specifications for schools and District facilities. **E**

Serves as a member of the Superintendent's Cabinet and attends Board of Education meetings as a member of the Superintendent's staff. **E**

Supervises periodic updates of the District's web page for the Business Services Division. **E**

Official District contact with the State for deferred maintenance and other alternative programs. **E**

Establishes goals and objectives for the business support service departments. **E**

Develops and implements monitoring to ensure that District and Division goals and objectives are met. **E**

Attends Board meetings and participates in deliberations on various matters relating to business, finance, negotiations and legal issues. **E**

Effectively coordinates and supervises the alteration, rehabilitation and/or construction of school facilities in conjunction with architects and other planning consultants in accordance with plans and specifications approved by the Board of Education. **E**

Negotiates contracts with outside organizations such as building insurance, auditing, financing, legal and others. **E**

Plans, directs and supervises all business services of the Lompoc Unified School District and coordinates these services with the personnel and curriculum/instruction services of the District. **E**

Serves as advisor to the Superintendent on all business matters pertaining to the day-to-day operation of the schools which may require attention including providing information and making recommendations as indicated. **E**

Meets and confers with area administrators, principals, faculties, student groups, parent groups, and other community groups relative to programs and problems in the various schools of the District. **E**

Serves as part of a team responsible for continuing review of District and school management procedures to insure continuing improvement of management operation **E**.

Manages and coordinates all aspects of construction projects. **E**

Oversees the administration of general obligation bonds. **E**

Performs related duties assigned by the Superintendent.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

- Laws and regulations governing public school finance, including budget, accounting and fiscal reports, principles and practices of school accounting, accounting and fiscal analysis techniques, audit standards and fiscal controls, theory and practice of modern school business management, governmental budgeting, accounting, purchasing, stores, payroll, print shop, attendance, risk management and data processing pertinent to the Business Services Division;
- Principles, practices, methods, and techniques of facility maintenance, operations, remodeling and construction;
- Appropriate personnel practices and management techniques;
- State and federal laws and regulations related to public funds investment, debt administration and developer fee collections;
- Procedures for capital facilities and state school building fund payment and lease-purchasing accounting.

**ABILITY TO:**

- Plan, direct, establish priorities and coordinate a variety of complex fiscal operations involving the operations of multiple specialized units;
- Prepare and/or present clear and concise written and oral reports regarding complex technical information;
- Interpret and apply laws, rules, regulations and policies related to financial matters;
- Interpret and apply laws, rules, regulations and policies related to facilities, operations and planning matters;
- Work effectively with officials and employees of the District, other public agencies, and the public;
- Assemble and analyze data and make appropriate recommendations for fiscal and budget actions;
- Assemble and analyze data and make appropriate recommendations for facilities, operational and planning actions;
- Supervise the activities of others engaged in various District business activities;
- Communicate effectively orally and in writing;
- Direct the work of subordinate management staff;
- Resolve conflicts and competing priorities.

**EDUCATION AND EXPERIENCE:****EDUCATION:**

Master's degree in accounting, business administration, educational administration, school finance, or a closely related field, or comparable work experience and evidence of professional growth within last five years. Doctorate degree not required but preferable.

**EXPERIENCE:**

Minimum of five years of experience in a responsible site level and cabinet level administrative position. Experience dealing with operational planning and fiscal related matters, preferably in a unified school district. Training and experience in supervision and evaluation of personnel.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid California driver's license
- TB test clearance
- Criminal Justice Fingerprint clearance

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Office environment at the Education Center
- Demanding timelines
- Subject to frequent interruptions and daily contact with staff and public

**PHYSICAL DEMANDS:**

- Occasional bending at the waist and stooping
- Occasional carrying, pushing, pulling or lifting up to 20 lbs.
- Dexterity of hands and fingers to operate standard office equipment
- Hearing and speaking to exchange information in person and on the telephone
- Occasional reaching overhead, above the shoulders and horizontally
- Visual ability to read, prepare/process documents and small figures
- Sitting and/or standing for extended periods of time
- Mobility

Approved by Personnel Commission: April 8, 2002

Approved by Board of Education: April 9, 2002