

**RIVER DELTA UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee all financial related activities of the District; provide overall direction and supervision to the business services, transportation and food services programs; to ensure adherence to applicable laws, codes, and regulations and Board policies; to assume responsibility to maintain the fiscal integrity of the District; to coordinate assigned activities with each school site; and to provide highly responsible and complex administrative support to the Superintendent.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the Superintendent

Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. To be the District's Assistant Superintendent of Business Services.
2. To assume responsibility for maintaining the fiscal integrity of the District.
3. To plan, direct, manage and oversee all fiscal related activities and operations inclusion, but not limited to: financial accounting, budget, internal audit, purchasing, payrolls, employee benefits, all district insurances (for example, liability and risk management), State and Federal categorical and grants, GO Bonds, Community Facilities districts funding, etc.
4. Assume responsibility for the District's budget; direct and coordinate budget development administration; collaborate with executive and management staff; forecast funds needed for staffing; equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
5. Develop and implement goals, objectives policies, and priorities related to business function, coordinate with school administrators and other staff.
6. Establish, within District policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of business functions, including purchasing, payroll and accounting; allocate resources accordingly.
7. Plan, direct, coordinate all activities related to the business office; assign projects and areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
8. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend changes.
9. Select, train, motivate and evaluate assigned personnel; provide to coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Provide overall direction and supervision to the Food Services and Transportation programs.

11. Oversee the District's purchasing activities; prepare specifications; review and approve purchase orders.
12. Explain, justify, and defend programs, policies, and activities related to assigned areas; negotiate and resolve sensitive and controversial issues.
13. Prepare or coordinate the preparation of a variety of State and Federal reports; document financial transactions; ensure compliance with all regulations and guidelines.
14. Represent the district to the Board and outside agencies, with concurrence of Superintendent, on matters related to accounting, budgeting, payroll, and purchasing.
15. Draft and interpret Board policies, education codes and related laws; recommend actions to the Superintendent.
16. Coordinate and collaborate with auditors; provide requested information; respond to inquiries as appropriate.
17. Assist with labor negotiations; may assume responsibility with labor relations with classified and/or certified personnel.
18. Provide staff assistance to the Superintendent; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
19. Attend and participate in professional group meetings with approval from Superintendent.
20. Stay abreast of changes and new developments in assigned areas that could impact the district.
21. Respond to and resolve difficult and sensitive inquiries and complaints in assigned areas.
22. Perform related duties and responsibilities as required or assigned by the Superintendent.

QUALIFICATIONS

Knowledge of:

Planning, organization, and direction of business and financial services
Complex principles and practice of business management
Principles and practices of financial and cost accounting
Management skills to analyze problems, policies, and operational needs
Principles and practices of program development and administration
Fiscal analysis techniques, financial reporting procedures, cash management matters
Principles and practices of budget preparation and administration
Principles of supervision, training, and performance evaluation
Personal computer software applications including word processing and spread sheet applications
Pertinent federal, state, and local laws, codes and regulations
Education code requirements related to school facilities, purchasing and related finance activities

Ability to:

Plan, organize, direct, and coordinate fiscal services of the district
Meet schedules and timelines
Work independently with little direction
Select, supervise, train, and evaluate staff
Identify and respond to employee and Board issues, concerns, and needs
Deliver and administer departmental goals, objectives, and procedures
Analyze, synthesize, and organize data and information into useful and meaningful reports
Prepare clear and concise administrative and financial reports
Prepare and administer large and complex budgets
Analyze problems, identify alternative solutions, projects, consequences, or proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques
Operate a personal computer; understand electronic networks and other office equipment
Interpret and apply federal, state, and local policies, laws, and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain effective audio-visual discrimination and perception needed for successful job performance with or without aids.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in finance or business administration, preferably in a California K-12 public school district.

Training:

Any combination equivalent to a Bachelor's degree from an accredited college or university in finance, business administration, accounting, economics or a related field. A masters in School Business Administration is desired, but not required. Bilingual, oral, and written (Spanish) desired, but not required.

Hazards:

Contact with dissatisfied and abusive individuals.

Other Characteristics:

Willing to work additional hours.
Willing to travel locally.

PERSONAL SKILLS AND QUALITIES:

High standards of ethics, integrity, and personal conduct.

Reputation for warmth, open mindedness, respect for human dignity, genuine interest in people, sensitive to the needs of others.

High-level skills in problem solving and first-class conceptual skills

High-level interpersonal skills including excellent resolution abilities, spirited capacity to listen and learn, tact, patience, and courtesy.

Possess a sense of humor and enthusiasm.

JOB PROFILE:

Annual Contract (July 1 June 30)

Salary Range as Board Approved

Management position

Board Approved: August 2022