

## CHICO UNIFIED SCHOOL DISTRICT

### ASSISTANT SUPERINTENDENT

#### DEFINITION

Under professional direction, to plan, organize, direct, and manage the District classified personnel and related business service units, including food service, transportation, maintenance and operations, employee/employer relations; to plan, organize, coordinate, direct, and conduct service projections and facility reconstruction and development related management functions; to assist in the planning, organization, development, and maintenance of the District master operation and development plan; and to do other related functions as directed.

#### DISTINGUISHING CHARACTERISTICS

This classification is an executive cabinet level position. The position requires subject matter expertise in personnel management, and comprehensive organization management experience. The job knowledge requirements are applied to organizational leadership and in the development of appropriate business and personnel management practices, policies, goals, and objectives. The position is involved in decisions of a highly critical consequence that impact the organization's mission and organizational objectives. The position meets regularly with the Superintendent and other policy makers in planning business and personnel related matters, implementing decisions, and negotiating or settling significant and often controversial personnel management issues. This is a position classification that performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

#### ESSENTIAL DUTIES

- Plans, organizes, coordinates, directs, and manages the functions and activities of the classified personnel services and business related operational units.
- Plans, organizes, coordinates, directs, and manages the operational functions and activities of the classified personnel service, transportation, maintenance and operations, and food service units, including the allocation of operational time, operational planning, and determination of operational effectiveness.
- Plans, organizes, prepares, and presents periodic operational reports which provide data concerning the state of the District operational processes.
- Performs business and personnel operational analyses, audits, product and service assessments, and operational budget estimates and projections.
- Reviews, inspects, analyzes, audits, and evaluates the program and performance effectiveness of subordinates.

- Confers with, advises, and counsels subordinates pertaining to unusual and unforeseen problems, issues, and concerns, and provides leadership and expertise in the determination of alternative problem solutions.

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- Counsels, confers, and advises District and site personnel and members of the educational community pertaining to various operational problems, issues, and concerns.
- Participates in the planning, organization, and development of the District's business related, personnel management, employee/employer master planning goals and objectives.
- Provides leadership and expertise in planning, and in the continuous updating and maintenance of the District master operational and development plan.
- Plans, organizes, develops, manages, and investigates the evaluation of products and services.
- Serves as the secretary to the Personnel Commission and organizes, develops, and prepares the Commission annual budget plan, meeting agenda and minutes, correspondence, and related management reports.
- Plans, organizes, and manages the classified personnel management system to ensure compliance with merit system principle and procedures.
- Plans, organizes, develops, and maintains a classified personnel and business related operational information system to ensure an effective and comprehensive communication system.
- Plans, develops, and implements classified personnel recruitment, selection, examination, transfer, employee/employer, and record management procedures and guidelines to ensure an effective and efficient operational mode in adherence with merit system principles.
- Plans for and administers the acquisition of new sites and the construction of school facilities.
- Plans, organizes, develops, and conducts personnel orientation, staff development, and in-service training programs.
- Assists subordinates in the conflict resolution and grievance management processes.

## **QUALIFICATIONS**

### Knowledge of:

- Principles, methods, procedures, and trends pertaining to the management of classified personnel and business related operational management functions and activities;
- Operational control, planning, and research and development methods, techniques, procedures, and strategies;
- Principles, methods, techniques, and strategies of employee/employer relations, modern organization, management, and supervision;
- Legal mandates, policies, regulations, and guidelines pertaining to personnel and business related operational management processes.

### Ability to:

- Effectively and efficiently plan, manage, and direct the District classified personnel and business related operational functions and activities;
- Performs a variety of research and development, statistical, financial, personnel management and operational analyses;
- Plan, develop, implement, and maintain operational budget planning and expenditure control, record management, storage, and retrieval systems, and operational evaluation and control procedures;



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- Plan, develop, organize, and conduct motivational and team building processes, and train, evaluate, and manage the functions and activities of the classified personnel and related business service personnel;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain cooperative organizational, public, and community relationships.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and education that could provide the required knowledge and ability would be qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Seven years of responsible personnel and business related operational management experience, including operational and wage and salary analyses, employee/employer relations, and the management of personnel and business service operational units.

#### Education:

Possession of a Master of Arts or higher degree from an accredited institution, supplemented by training and coursework in business management, personnel management, or a closely related field.

### **Certification Requirement**

Possession of a valid California credential authorizing service as an elementary and secondary level administrator.

### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

### **Condition of Employment**

Insurability by the District's liability insurance carrier.