

**CHICO UNIFIED SCHOOL DISTRICT
ASSISTANT SUPERINTENDENT – BUSINESS SERVICES**

DEFINITION

Directly responsible to the District Superintendent. Under general direction: leads, plans, organizes, directs, controls, and coordinates the Business Services Department. The Business Services Department includes: budgeting, accounting, purchasing, payroll, food services, transportation, maintenance and operations, facilities planning, construction, and risk management.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Administers and interprets statutes, regulations, and policies concerned with the responsibilities of business administration.
- Assumes consistent and efficient management of all district financial functions within applicable law.
- Develops/implements controls between purchasing and accounts payable departments, and the personnel and payroll departments.
- Ensures the handling of receipts and disbursement of funds are separate from the accounting function.
- Directs and coordinates the preparation of the annual budget of the district at the discretion of the superintendent in cooperation with other managers and personnel.
- Recommends changes in organization and procedures of the department; interprets policies to the personnel of the division.
- Prepares periodic 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 financial management.
- 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 business department.
- Responsible for in-service of appropriate district staff, and staff development of department staff.
- Supervises and evaluates management staff in the department, including Director of Finance, Director of Maintenance and Operations, Director of Facilities, Director of Transportation, and Director of Food Services.
- Responsible for the comprehensive management information system for the district.
- Works with district personnel in projecting student enrollment, staffing needs, building and facilities needs, energy needs, capital equipment needs, and other cost items for district and individual school improvement.
- Participates, when needed, in the negotiations process with employee groups.
- Serves as a member of the superintendent's Cabinet providing key recommendations and policy analysis that promote the interests of the district.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Theory and practice of modern school business management;
- Governmental budgeting, accounting, purchasing, stores, insurance, contracts;

- Audit and fiscal control procedures;
- Staff development and effective management techniques;
- Technology and the implementation of technological advances for the schools/district;
- Laws and regulations affecting the operations of the Division and site management as necessary.

Skill to:

- Safely operate a motor vehicle.

Ability to:

- Plan, direct, establish priorities, and coordinate a variety of complex technical fiscal operations involving the operation of multiple specialized units;
- Analyze and identify present and potential organizational problems, develop and evaluate alternate solutions which result in effective plans of action;
- 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 business management to analyze and identify present and potential technology problems, develop and evaluate alternate solutions, and propose plans of action;
- Interpret and apply laws, rules, regulations, and policies related to financial matters;
- Supervise and evaluate the activities of others engaged in various district business activities;
- Analyze financial statements and fiscal reports and prepare a complex budget based on valid assumptions within stated guidelines;
- Disseminate necessary information to sites for effective decision making.
- Establish and maintain cooperative working relationships.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES

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

Experience:

- Five (5) years of responsible accounting, budget development and financial record management and reporting experience
- Two (2) years in an educational organization management or supervisory capacity.

Education:

- Completion of a bachelor's degree or higher from an accredited institution, including emphasis in accounting, budget planning, business management or closely related fields.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Condition of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

Physical demands:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work will involve sitting most of the time, but will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business-related equipment, and handling and working with various materials and objects are important aspects of this job.

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