

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: **ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

BASIC FUNCTION:

Under the direction of the Superintendent, the Assistant Superintendent of Business Services serves as the administrative head of the business, maintenance, operations, facilities planning and food services departments of the district.

RESPONSIBILITIES:

- Plan, assign, review, evaluate and direct the work of business services, maintenance, operations, facilities planning and food services departments of the district.
- Assume responsibility for budget development, control, and long-range financial planning.
- Establish and supervise a program of accounting and oversight for all funds and accounts including Community Facilities Districts.
- Ensure the achievement and /or maintenance of compliance with education, state and federal codes, statutes, regulations and policies; recommends corrective actions for implementation.
- Administer employee benefits program.
- Supervise district payroll operations as they pertain to monitoring payroll process.
- Coordinate preparation of the annual audit of the district's financial affairs.
- Supervise the development of required financial reports as required for all funds.
- Direct the maintenance of buildings, grounds and other district property and equipment.
- Direct the purchasing, warehousing and distribution of school supplies and equipment.
- Direct the district's site acquisition, construction, and modernization programs.
- Recommend and execute insurance programs.
- Formulate cost studies and estimates.
- Evaluate and supervise staff.
- Work with governmental and corporate agencies.
- Evaluate procedures designed to improve the functions of business services, maintenance and operations departments of the district.
- Serve as a resource to district and site administrators regarding the evaluation and efficiency of operational systems and services.
- Serve as a member of the district's collective bargaining team.
- Conduct periodic on site inspection tours of buildings and grounds.
- Review legislation and legal interpretations affecting school business operations including facilities construction and modernization.
- Attend Board meetings and prepare Board agenda items.
- Function as member of the District Leadership Team and Superintendent's Cabinet.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Theory and practice of modern school business management, personnel management, payroll management, building construction, maintenance and operations, accounting, purchasing, contracts, health and welfare benefits and insurance.
- District policies.
- Educational supplies and equipment.
- Planning, evaluation and supervisory skills.
- Revenue enhancement and financing mechanisms for public schools.
- Standard account code structure for public education agencies in the state of California.
- Data processing systems including spread sheets and data base applications.
- Budget preparation and control.

ABILITY TO:

- Plan and coordinate a variety of technical business, construction, maintenance, operations and food service functions.
- Analyze business operations.
- Use interpersonal skills with tact, patience and courtesy.
- Direct, manage and evaluate personnel.
- Apply pertinent laws, regulations and principles in reaching conclusions and making decisions.
- Accept direction and follow instructions.
- Share and delegate responsibilities.
- Communicate effectively both orally and in writing.
- Establish and maintain highly effective working relationships with the public and fellow employees.
- Respect and maintain professional confidences.

QUALIFICATIONS:

- Bachelor's degree in accounting or business administration or equivalent in educational administration.
- Master's degree in accounting or business administration preferred.

EXPERIENCE:

- Progressively responsible experience in public school business administration and finance or comparable experience as a Chief Business Official and/or Director of Finance in a related field.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended period of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and store files.
- Hearing and speaking to exchange information in person or on the telephone and to make presentations.
- Seeing to read a variety of materials.
- Walk in order to access all areas of district facilities/sites.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Management Salary Schedule.