

**NATIONAL SCHOOL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Assistant Superintendent of Business Services

Purpose Statement:

Under the direction of the Superintendent, the role of the Assistant Superintendent of Business Services is to plan, organize and administer the successful implementation of the business operations of the District, assure the District is financially stable, and contribute to the strategic direction of the District in carrying out its shared vision, values, goals and objectives. The Assistant Superintendent supervises and monitors the fiscal department, ensures effective transportation services, fosters healthy Child Nutrition practices, establishes priorities to maintain, enhance, and improve facilities and educational learning environments through oversight of Maintenance and Operations, in accordance with approved District policies, procedures and practices.

Personnel Directly Responsible to the Assistant Superintendent of Business Services:

1. Director of Maintenance and Operations
2. Director of Finance
3. Director of Child Nutrition Services
4. Director of Transportation

Essential Job Duties:

Supervisory Qualities

- Oversees fiscal controls and procedures, on an on-going basis including monitoring purchasing protocols, accounting/finance, payroll, funding and fiscal compliance with the direct support of the Director of Finance.
- Coordinates and manages all matters related to external auditing of the fiscal aspects of programs, departments and functions in the District; directs the District's internal audit activities; and coordinates and administers community use of school facilities.
- Secures and assesses legal interpretations on District business issues.
- Evaluates all contracts, and agreements in order to support optimum district operations.
- Manages, facilities, maintenance and operations and plans for remodeling of aging facilities.
- Oversees the Child Nutrition Services Department with the goal of providing on-going healthy meals for children.

- Oversees the purchase, storage, distribution and inventory of all supplies and equipment in consultation with the Business services director.
- Oversees and inspects all school and District facilities.

Technical Qualities

- Prepares and monitors the annual budget, including estimated revenues and expenditures along with multi-year projections and provides financial information to the Superintendent and the Board.
- Responsible for certifying and processing transactions (fund control, disbursements, receivables, loans, and receipts), establishing financial management systems, preparing financial statements, and ensuring compliance with financial management laws and regulations.
- Responsible for reviewing the process of salary payments for all school employees and performing other duties related to payroll including tax deposits, external reporting, and third-party payments.
- Assists the coordination and implementation of the various employee benefits programs offered by the District, such as retirement and health benefit administration.
- Organizes, administrates, and supervises support services (payroll, purchasing, etc.)
- Attends Governing Board meetings and presents information on business related items.
- Administers the risk management program of the district and serves as the district's safety coordinator.

Personal Qualities

- Promotes consultation, advice, training and leadership to school principals and other administrators on business activities and functions.
- Provides leadership, direction, training and supervision to all employees in the department.
- Works collaboratively with the various departments on position control, negotiations, and student enrollment.
- Communicates effectively with the District community of stakeholders.
- Works collaboratively with county liaisons.
- Identifies resources that support the District in relation to Bonds, and bids.
- Promotes collaborative relationships and productive communication with Cabinet members, school staff, department personnel and all District stakeholders
- Demonstrates strong positive networking skills with community members for the benefit of the District.
- Effectively communicates with individuals of varied backgrounds, both in oral and written form.

Skills, Knowledge, and/or Abilities Required:

Manages department personnel and programs, communicates effectively, and is a problem solver.

Demonstrates sufficient knowledge of schools including curriculum, education code, and Board policies relating to schools.

Can make independent judgments.

Keeps and maintains accurate records and meets deadlines.

Significant physical abilities include reaching/handling/fingering, talking/hearing/ conversations, near visual acuity/visual accommodation. Ability to stand for prolonged periods.

Qualifications and Experience:

Graduation from a recognized college or university with major coursework in business, public or school administration. Master's degree required. Prior job-related experience with increasing levels of responsibilities in a school setting.

Licenses and other Requirements:

Licenses, Certification, Bonding, and/or Testing Required: Valid California Class C driver's license and current auto insurance, Criminal Justice Fingerprint Clearance.