

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Assistant Superintendent, Chief Business Official**

**Purpose Statement**

The job of Assistant Superintendent, Chief Business Official is done for the purpose/s of planning, developing, coordinating, implementing, directing, and evaluating a variety of business, financial, facilities, risk management, maintenance and operations, and services to school districts and the San Diego County Office of Education in order to serve the students of San Diego County.

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**Essential Functions**

- Plans, directs, and supervises the Business Services Division, including District Financial Services, Internal Business, Facilities Planning, Maintenance and Operations, and Risk Management; confers with staff on individual school district finance problems, business applications, program planning, and other matters.
  - District Financial Services includes Business Advisory Services, Legal Advisory Services, Pupil Accounting, Commercial Warrants & Accounts Payable, and Retirement Reporting
  - Internal Business includes Budgeting & Accounting, Payroll, Payroll Audit, Accounts Receivable, Inventory, and Purchasing
  - Facilities Planning includes the School Maintenance Consortium and the Facility & Energy Management Consortium
  - Maintenance and Operations includes transportation, maintenance, warehousing, mail services, custodial services, and compliance with disaster and emergency mandates
  - Risk Management includes Employee Assistance Services, the Fringe Benefits Consortium, the Joint Powers Authority, and Loss Control Services
- Meets periodically with all direct reports.
- Budgets and allocates funds to the sections of the division; reviews and approves department communication and operating strategies; monitors effectiveness of programs provided; reviews, plans, and evaluates program activities and assures responsiveness to San Diego County Office of Education objectives and priorities.
- Participates as a member of the Superintendent's Strategic Leadership Team in the overall planning and direction of County Office functions and services; advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services.
- Maintains, updates, and interprets systems to ensure compliance with requirements of the Education Code and other legal codes and statutes.
- Supervises the administration of District Financial Services, auditing programs, and legal advisory services, and supervises preparation of documents for district payroll, retirement activities, and auditing of warrants.
- Assures compliance with LCAP and AB 1200/2756 budget approval, oversight, and monitoring activities for local school districts; coordinates the review of recommendations in school district audits and action taken on exception items.
- Serves as a liaison and coordinates activities between school districts and the business units of the California Department of Education in the areas of business and payroll.

- Coordinates the development and implementation of budget, accounting, payroll, and retirement data processing systems for the school districts with Integrated Technology Services to ensure maximum effectiveness and utilization of the business systems by school districts.
- Serves as advocate for San Diego County districts in the business services area; confers and collaborates with school district representatives on business matters and fiscal issues impacting California schools.
- Coordinates activities and serves as staff to the County Committee on School District Organization regarding trustee area elections, unification, and transfers of school district territory.
- Serves on a variety of internal and external committees, including the Superintendent's Cabinet, Legislative Task Force, and statewide school business committees; serves as the primary contact on behalf of the Business Services Division and/or the County Office to State and Federal officials as requested.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training and development of subordinates.
- Participates in and supports the collective bargaining process between the County Superintendent and exclusive bargaining units.
- Makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.
- Attends various professional meetings to remain current concerning trends in the field.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include:

- provide leadership;
- interpret and develop budget information;
- utilize a variety of computer software; and
- communicate effectively both orally and in writing.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include:

- principles, techniques and procedures of business administration, including public school budgeting and financial control;
- general and governmental accounting;
- facility development processes and funding alternatives;
- budget preparation and control, applicable laws, codes, regulations and modern office management and procedures
- Equity and diversity issues

ABILITY is required to:

- Schedule activities; gather, collate, and/or classify data; and use basic, job-related equipment. work with data utilizing defined and similar processes and utilize job-related equipment
- Demonstrate flexibility to work with others in a wide variety of circumstances;; and operate equipment using standardized methods.
- Work with a wide diversity of individuals
- Problem solving may be required to identify issues and select action plans
- Independently inteprete Federal and State guidelines, interpreting and applying the provisions of laws and rules concerning business services policy
- Establishing and maintaining effective working relationships
- Understand the connection between finance and instructional programs
- Maintain effective budgeting and financial control
- Making decisions on business services issues
- Explaining procedures and handling complaints
- Prepare comprehensive narrative and statistical reports
- Display tact and courtesy
- Meet deadlines and schedules
- Work as part of a team
- Attend to detail

Responsibilities include: Servant leadership working under direct supervision of the County Office of Education Superintendent using standardized procedures; directing other persons within a small work unit; directing the use of budgeted funds within a work unit. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine-finger dexterity. Generally the job requires intermittent sitting, walking, and standing to perform assigned tasks. This job is performed in a generally clean and healthy office environment.

**Education:** A Master's degree in Accounting, Business, Public Administration, or a related field is required. Chief School Business Official certification is preferred.

**Experience:** 2 years as a CBO, Candidates must have a minimum of five (5) years of senior level administrative or management experience leading a variety of disciplines within the business functions of school district, municipal, state, or federal public agency. Successful experience using Oracle/PeopleSoft environment is highly desirable.

**Equivalency:** Any combination of education and experience equivalent to a Master's degree in Accounting, Business, Public Administration, or a related field, and a minimum of five (5) years of administrative or management experience leading a variety of disciplines within the business functions of school district, municipal, state, or federal public agency, including two (2) years at director level or higher.

### **Required Testing**

N/A

### **Certificates**

Valid CA Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background  
Clearance

Tuberculosis Clearance

FLSA Status: Exempt

Designation: This position is designated as Senior Management

Created: 1/199x

Revised: 7/2013, 7/2017

County Superintendent Approval: 7/2013

Personnel Commission Approval: 9/18/2013, 7/2017 (ratified)