

ORANGE UNIFIED SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEFINITION

Under the direction of the Superintendent, plans, organizes, manages, directs and supervises the personnel, functions and activities of the Business Services Division, including budget development and monitoring, financial accounting, payroll, attendance, purchasing and warehouse operations, risk management, transportation, nutrition services, legislative review and monitoring and support for the District's collective bargaining functions. Performs other related work as required. This position reports directly to the Superintendent.

DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the area of business and fiscal services. Directly related administrative and leadership experience is necessary to manage the District business and fiscal services. The job requires the ability to analyze, develop and offer alternative solutions to business and fiscal services issues and concerns. Decisions are made by the Assistant Superintendent, Business Services that have a critical impact on District goals, the organization and administration of the Business Services Division. The position has executive management responsibility for planning, assigning, reviewing and evaluating the quality and quantity of work of professional staff, technical and clerical employees in the Business Services Division. This is a sedentary position classification and performs light work that involves sitting a large portion of the time, but does require walking and standing for periods of time. This position requires accurate perceiving of sound, near and far vision, depth perception, working with business and financial documents, and providing oral information and direction.

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

ESSENTIAL DUTIES

- Plans, organizes, directs and coordinates the activities and operations of the Business Services Division.
- Contributes to the strategic direction of the District's mission, goals, and objectives.
- Directs personnel engaged in budget development and monitoring, accounts payable, accounts receivable, payroll, attendance accounting, internal auditing, purchasing and warehousing, risk management, transportation, and nutrition services.
- Maintains knowledge of all fiscal related issues.
- Assists in the planning, development and implementation of Board policies, administrative regulations and the strategies for achieving District goals and objectives.
- Prepares reports and recommendations for the Superintendent and the Governing Board, including comprehensive financial data covering all aspects of school finance.
- Supervises a program of budget control. Is responsible for the projection of revenues and expenditures.
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District. Directs the District's internal audit activities.

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- Supervises data processing procedures to provide management information, evaluation techniques and long-range forecasts.
- Supervises the purchasing and warehouse operations, transportation, and nutrition services.
- Plans, assigns, reviews and evaluates the quality of work of professional, technical and clerical employees.
- Attends, participates and speaks at community and professional meetings, conferences or conventions and serves as a District representative to such functions.
- Communicates with other administrators, District personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Maintains excellent technical skills, including use of up to date technology, software applications, computers, and other office equipment.
- Performs a variety of office and administrative functions including responding to phone calls, emails, other correspondence, and the press, providing information to the public, and related activities.
- Serves as a member of the Superintendent's Executive Cabinet and attends Board of Education meetings as a member of the Superintendent's staff.
- Performs related duties as assigned by the Superintendent.

QUALIFICATIONS

Knowledge of:

Laws and regulations governing public school finance, including budget, accounting and fiscal reports;

Principles and practices of school accounting, accounting and fiscal analysis techniques, audit standards and fiscal controls;

Theory and practice of modern school business management, governmental budgeting, accounting, purchasing, stores, payroll, attendance, risk management, transportation, and nutrition services issues.

Ability to:

Plan, direct, establish priorities and coordinate a variety of complex fiscal operations involving the operations of multiple specialized units;

Prepare and/or present clear and concise written and oral reports regarding complex technical information;

Interpret and apply laws, rules, regulations and policies related to financial matters;

Work effectively with officials and employees of the District, other public agencies, and the public;

Assemble and analyze data and make appropriate recommendations for fiscal and budget actions;

Supervise the activities of others engaged in various District business activities;

Communicate effectively orally and in writing;

Direct the work of subordinate management staff and provide professional growth opportunities;

Resolve conflicts and competing priorities.

EXPERIENCE AND EDUCATION

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

Experience:

Five years of successful school administration or five years of school business experience, comparable governmental or private sector experience.

Education:

Bachelor's degree from an accredited institution in Business, Education, Finance, Management, or related field required; Master's degree, MBA, or CPA preferred.

License Requirement

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

Condition of Employment

Insurability by the District's liability insurance carrier.