



Pasadena Unified School District

Human Resources

CHIEF BUSINESS OFFICER (Class Code 075)

DEFINITION

As a member of the Executive Leadership Team under the direction of the Superintendent, the Chief Business Officer shall be responsible for the general management and supervision of all business and financial aspects of the District, and operate with supervised autonomy in planning, arranging, and coordinating an administrative management program related to all business affairs and programs, including budget preparation and control, fiscal planning and management, accounting and fiscal reporting, business data processing, procurement and contracts, including policy development.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities of this class include but are not limited to:

- As part of Executive Leadership Team, organizes and supervises the Procurement and Contracts, Child Food and Nutrition Services, Accounting and Payroll, Budgeting and Legal Services activities
- Monitors excess liability coverage and related activities
- Assumes overall responsibility for the District's budget preparation and dissemination and fiscal management
- Supervises and performs evaluations for Director, Business Services; Director, Procurement and Contracts; Director, Food and Nutrition Services; and Executive Secretary
- Pursues public and private funding sources to support the financial needs of the District
- Assumes responsibility for the quality of information for the Finance and Operations Function
- Assesses and evaluates the delivery of high quality information systems for the District in collaboration with the Chief Technology Officer and Technology, Assessment and Accountability (TAA) Department
- Works with the Chief, Human Resources Officer, and Chief Personnel Commission Officer to plan and communicate staffing needs
- Champions the use of technology within the District in collaboration with the Chief Technology Officer and TAA Department
- Prepares reports and briefings for the Board of Education
- Assists in the coordination of the District's Planning and Accountability processes
- Prepares policies and administrative regulations
- Provides financial advice to the Superintendent and Board of Education
- Assumes overall responsibility for the month end and year-end closing process and annual audit



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- Acts as risk analyst in collaboration with third party providers
- Coordinates the business needs for Charter schools
- Acts as liaison for the District's legal services
- Maintains District contracts
- Supervises the preparation of the District's budget and three-year financial projection
- Supervises the collection of developer fees and the periodic Developer Fee Justification Report
- Performs complex financial analysis related to the status of the budget and capital asset management
- Coordinates the work of outside funding agents in the placement of debt instruments in conjunction with the Chief Facilities Officer
- Shares responsibility for training in new software tools with the Chief Academic Officer, Chief Human Resources, Chief Technology Officer and TAA Department
- Assumes responsibility for worker safety
- Performs other related duties as assigned

QUALIFICATIONS:

KNOWLEDGE AND ABILITY

Knowledge of:

- Accounting principles and practices, finance, budgeting and other fiscal procedures as they apply to a school district
- Provisions of the California Education Code and regulations governing District business practices and procedures
- Principles of organization design and structure, supervision, personnel administration and management
- Laws and Board policies related to finance, accounting, payroll, child nutrition and budgeting

Ability to:

- Plan, organize, direct and supervise the work of, and give administrative direction to, employees in a variety of professional and technical fields related to the Business services functions
- Prepare comprehensive and clear reports, draft and prepare complex correspondence, and prepare and review work estimates, specifications and contracts
- Analyze various systems and programs and develop effective conclusions and recommendations
- Establish, foster and maintain effective and cooperative working relationships with others
- Communicate effectively in oral and written form



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- Develop and maintain cooperative relationships within the community with lay and professional individuals, groups and with parents
- Maintain knowledge of laws and Board policies related to finance, accounting, payroll, child nutrition and budgeting
- Maintain sensitivity to ethnic, religious, cultural and sexual differences

KEY COMPETENCIES

- Strategic systems thinker – able to see the big picture, evaluate risks, socialize concepts, and exercise authority
- Experienced project sponsor – able to lead interdisciplinary teams to achieve District goals
- Demonstrates ability to hire/select good employees, motivate, build and lead teams, and work effectively as part of a team
- Demonstrated competence in their field
- Innovative, cutting edge of thinking in their field
- Willing and able to make big decisions, take risks, exercise authority without checking with Superintendent
- Models exemplary work ethic
- Knowledgeable of best practices in the field and able to disseminate those practices
- Uses data in order to make decisions
- Monitor/evaluates effectiveness of their function and its impact on student learning
- Demonstrates effective communications with the Executive Leadership Team
- Beliefs - high ethical standards coupled with a strong sense of purpose

EXPERIENCE AND EDUCATION

Experience: Must have ten (10) years of successful finance, accounting, budgeting and administrative experience in the operations area, five (5) of which must have been in a senior management role

Education: A college degree in accounting, business administration or a related field from an accredited institution is required; A Master's Degree from an accredited institution of higher learning, preferably in business administration, accounting, or a closely related field is desirable;

SPECIAL LICENSE OR LANGUAGE SKILLS

- Possession of a valid Class C California Driver's License and use of private or alternative means of transportation is required.
- Evidence of proof of current automobile insurance is required.
- A CPA, CMA or other related certification is desirable



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PHYSICAL REQUIREMENTS

Employees must be physically able to perform the essential duties of a position with or without reasonable accommodation and without hazard to themselves or others.

APPOINTMENT

In accordance with Education Code Sections 45108.5 and 45256.5 an employee appointed to this class has been designated as Senior Management of the classified service and shall be exempt from all provisions relating to obtaining permanent status in a senior management position.

ADOPTED BY PERSONNEL COMMISSION ON: APRIL 17, 2008
REVISED ON: DECEMBER 18, 2008

REVISED BY PERSONNEL COMMISSION ON: APRIL 19, 2012
Updated, proof of automobile insurance language added, November 24, 2014.
Title Change Approved by the Personnel Commission on: February 17, 2015

REVISED BY THE PERSONNEL COMMISSION ON: SEPTEMBER 18, 2018