

Fowler Unified School District

Assistant Superintendent of Business Services

DEFINITION

As a member of the District Leadership Team under the direction of the Superintendent, the Assistant Superintendent of Business Services 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. Supervision of Transportation, Food Services, Maintenance, Warehouse and Custodial Departments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- As part of District Leadership Team, organizes and supervises the Procurement and Contracts, 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 all areas under definition of departments
- 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
- Champions the use of technology
- 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
- Acts as risk analyst in collaboration with third party providers
- 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
- Performs other related duties as assigned

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

- Must have 5 years' administrative experience at site level and preferably district level
- A 4-year college degree in Business Administration or related educational field
- a Masters degree is desirable

KNOWLEDGE AND ABILITY

Knowledge of:

- Accounting principles and practices, finance, budgeting and other fiscal procedures as they apply to a school district

Fowler Unified 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
- Facilities planning, building and maintenance

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
- 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 District Leadership Team
- Beliefs - high ethical standards coupled with a strong sense of purpose

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 certificate is desirable

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.