

# **Grossmont Union High School District**

## **Assistant Superintendent, Business Services**

### **Job Description**

Under Direction from the Superintendent, responsible for overseeing and coordinating the activities of the Business Services Division which comprises the Educational Technology Services, Fiscal Services, Facilities Management, Food Services/Warehousing, Purchasing, Risk Management, and Transportation Departments. Leads the District's financial planning activities. Provides strategic counsel to the Superintendent as a member of their Executive Cabinet. Provides support and guidance for the District Internal Auditor.

Directly Responsible to: Superintendent

### **Essential Duties/Responsibilities:**

1. Serves as a member of Superintendent's Executive Cabinet
2. Leads the District's financial planning activities on a multi-year basis
3. Conducts budget conferences and budget study sessions with community groups and the Governing Board
4. Serves as the District liaison to the Citizens' Bond Oversight Committee
5. Selects, trains, and evaluates assigned personnel
6. Analyzes operations and devises, recommends, and implements more efficient and effective methods, systems, and flow of work
7. Ensures the propriety and legality of all financial transactions and disbursements
8. Evaluates legal issues, claims, and judgments
9. Responsible for completing special assignments and other duties as assigned

### **QUALIFICATIONS GUIDE**

#### **Education and Experience:**

Typical qualifying background would include any combination equivalent to:

**Education:** Bachelor of Science degree in accounting, business administration, or closely related field. Chief Business Official Certification is recommended. A Master's Degree in Business Administration (MBA) is desirable.

**Experience:** Demonstrated progressively responsible, professional experience in financial management at a supervisory level in a public agency, preferably in a school district. Demonstrated professional experience in facilitating school bond construction and modernization projects. Some training or experience in the application of information technology to accounting and business office transactions is highly desirable.

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

Typical knowledge, skills and abilities would include:

**Knowledge:** Principles and practices of budgeting and accounting; the principles of office management, procedures analysis, and cost accounting; the principles of management, supervision, and training; knowledge

of legal, procedural, and reporting requirements in school district financial work; potential applications of data processing to accounting and other business office transactions; basic school district organization and objectives; personnel and payroll administration.

**Skills:** Excellent communication skills are required. The Assistant Superintendent of Business Services must communicate effectively using mathematical formats and demonstrate outstanding written and oral communication skills. Effective public speaking and communication with the Board of Trustees at meetings is required.

**Ability:** Plan, organize, lay out, and control the activities in a business office; coordinate work with other departments; participate in formulating and in carrying out policy decisions; read and interpret a volume of technical, legal, and professional literature; motivate, supervise, and train personnel; communicate effectively with administrative, instructional, and operating personnel; analyze situations accurately and recommend effective solutions; exercise initiative and independent judgment in completing tasks and assignments successfully; operate assigned office equipment; plan and organize work; meet schedules and timelines.

### **Working Conditions:**

Work is performed in an office environment with fluorescent lighting and moderate noise level, with occasional exposure to elements in traveling from district and school site to school site. Frequent exposure to stressful situations associated with time pacing, deadlines, and supervision.

Work is frequently disrupted by the need to respond in person and to telephone inquiries. Hearing and speech acuity sufficient to communicate in person and by means of a telephone is necessary. Work requires constant use of near and far visual acuity, depth perception, and field of vision.

**Certificates:** Possess a valid California driver's license and evidence of insurability.

**Clearances:** Criminal Justice Fingerprint/Background Clearance, TB skin test, Physical Exam, Drug Screen, Preventing Sexual Misconduct online student/staff interaction, Assisting in Suicide Prevention (online course AB 2246) and Child Abuse Mandated Reporting (online course AB 1432 training).

**Salary:** TBD

**Board Approval date:** February 6, 2025