

## **NEWPORT-MESA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: CHIEF BUSINESS OFFICIAL**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent, serve as the Chief Business Official; serve as the principal advisor to the Board of Education and the Superintendent in matters related to non-instructional areas of the district; oversee the business services, facilities, fiscal services, maintenance and operations, purchasing, risk management, technology and transportation departments; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Serve as the Chief Business Official to ensure consistent and efficient management of district financial and operation functions.

Advise the Board of Education and Superintendent in financial and business operations related matters.

Work closely with other members of the Superintendent's Executive Cabinet to develop and carry out major plans, coordinate all operations of the district and ensure that operations are being executed in accordance with all applicable laws and policies.

Participate as a member of the Superintendent's Executive Cabinet and work closely with members of district's management team.

Provide oversight and direction to the district's facilities, fiscal services, maintenance and operations, purchasing, risk management, technology and transportation departments.

Assume consistent and efficient management of district finances and operations.

Develop plans and identify district goals for each department within the business division; plan and implement a system of feedback and evaluation regarding the effectiveness of each department as perceived by the users of the various services provided.

Develop the annual preliminary budget for the district at the direction of the Superintendent; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist in the formulation and development of policies, procedures and programs; assist the Superintendent in long-range financial planning and business policy development on district matters related to projected needs.

Administer and interpret statutes, regulations and policies concerned with the responsibilities of business and operations administration.

Recommend changes in organization and procedures of the division; interpret policies to the personnel of the division.

Provide leadership for aspects of facility projects; monitor and evaluate the construction process in terms of bonding, capital outlay, facilities planning and renovation; research, oversee, and implement methods to fund facilities construction projects and programs, including the use of bonds and State funding sources in accordance with the law.

Prepare periodic reports for the Superintendent, staff and Governing Board.

Represent the District in meetings with administrators, professional staff, business leaders, governmental representatives and the public concerning financial management and operations.

Review, propose, monitor and inform staff and community of legislation affecting fiscal management, operations and projected financial needs.

Responsible for in-service of appropriate district staff and staff development of department staff.

Aggressively pursue potential revenue sources for maintenance and transportation; collaborate with the district's technical consultants and legislative advocates in this process.

Establish collaborative working relationships with school site administration and staff; foster a client-focused approach to division work.

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organizational development principles and practices.  
Theory and practice of modern school finance management.  
Governmental budgeting, accounting, purchasing, stores, insurance, contracts.  
Budget preparation and control.  
Audit and fiscal control procedures.  
Design, project and construction management methods, techniques and construction practices in school districts and other public agencies.  
Technology and the implementation of technological advances for operations and the schools/district.  
Laws and regulations affecting the operations of the division and site management, as necessary.  
City redevelopment and zoning policies, procedures and regulations.  
School construction finance and alternative funding mechanisms.  
School facility funding sources and application submission procedures and requirements.  
Organization and direction of facilities management and planning activities.  
Public law related to land management acquisition, and sale.  
School district organizational patterns and operating procedures.  
Long-range planning methods.  
Principles and practices of administration, supervision and training.  
Oral and written communication skills.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.

**ABILITY TO:**

Provide leadership and direction in assigned functions.  
Plan, direct, establish priorities and coordinate a variety of complex technical fiscal operations involving the operation of multiple specialized units.  
Oversee complex capital projects effectively within specified budgets and timelines.  
Make difficult recommendations and decisions and to be responsible for those decisions.  
Perceive organizational implications of recommendations and decisions made by senior management staff.  
Analyze and identify present and potential financial and organizational problems, develop and evaluate alternate solutions which result in effective plans of action.  
Apply knowledge and understanding of Business Management to analyze and identify present and potential technology problems, develop and evaluate alternate solutions, and propose plans of action.  
Interpret and apply laws, rules, regulations and policies related to financial matters.  
Analyze financial statements and fiscal reports and prepare a complex budget based on valid assumptions within stated guidelines.  
Perform professional, administrative, advocacy and liaison duties involved in the facility development process.  
Supervise and evaluate the activities of others engaged in various district business activities.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Prepare and present clear and concise comprehensive narrative and statistical reports.

Analyze situations accurately and adopt an effective course of action.  
Disseminate necessary information to sites for effective decision making.  
Direct the maintenance of a variety of reports, records and files related to assigned activities.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and timelines.  
Work independently with little direction.  
Plan and organize work.  
Supervise and evaluate the performance of assigned staff.  
Operate a computer and assigned office equipment.  
Determine priorities and supervision of construction programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to master's degree in business administration, public administration or closely related field and five years increasingly responsible experience in financial or facilities management.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting or standing for extended periods of time.