

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

REPORTS TO: **Superintendent**
SUPERVISES: **Has supervisory responsibilities**

DEFINITION:

Under the direction of the Superintendent, plan, organize, control and direct County Office Business Services operations and activities including internal and external fiscal, budget, payroll. Fiscal aspects of information technology, transportation, purchasing, custodial, facilities construction, maintenance and repair functions; coordinate and direct personnel, resources, communications and information to assure smooth and efficient activities and meet County Office needs; supervise and evaluate the performance of assigned personnel. Serve as a leader that provides best practices, current information and assistance to local school districts, charter schools and the County Office as required in the CA Education Code.

QUALIFICATIONS:

1. Valid state certification to serve as school district's Chief Business or Financial Officer.
2. An advanced degree, Masters or higher, from an accredited institution with emphasis in accounting, finance, education, leadership and/or business management.
3. A minimum of five (5) years leadership experience in one of the above fields, including at least three (3) years of experience in a senior supervisory capacity in California public and/or private education.
4. Proficient in technology, especially California Department of Education financial software/spreadsheets.
5. Ability to communicate effectively with internal staff, local school districts and the community.
6. Demonstrated ability to provide leadership resulting in teamwork and collaborative working relationships.
7. Such alternatives to the above qualifications as the County Superintendent of Schools may find appropriate and acceptable for a Cabinet-Level senior administrative position.
8. Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Planning, organization and direction of County Office Business Services operations and activities including internal and external fiscal, budget, payroll, fiscal aspects of information technology, transportation, purchasing, custodial, facilities construction, maintenance and repair functions.
2. Accounting, budget and business functions of county offices and school districts.
3. Computer systems and related installation, maintenance and repair functions.
4. Generally accepted accounting and auditing principles, practices and procedures.
5. Fiscal aspects of construction practices and laws governing the construction and renovation of public buildings.
6. General principles, methods, practices and procedures of purchasing and contract administration.
7. Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
8. County Office organization, operations, policies and objectives.
9. Policies and objectives of assigned programs and activities.
10. Principles and practices of administration, supervision and training.
11. Advanced theory and application of budgetary planning and control in a school system.
12. Oral and written communication skills.

13. Interpersonal skills using tact, patience and courtesy.
14. Operation of a computer and assigned software.
15. Public relations techniques.

ABILITY TO:

1. Plan, organize, control and direct County Office Business Services operations and activities including internal and external fiscal, budget, payroll, fiscal aspects of information technology, transportation, purchasing, custodial, facilities construction, maintenance and repair functions.
2. Coordinate and direct personnel, resources, communications and information to assure smooth and efficient activities and meet County Office needs.
3. Supervise and evaluate the performance of assigned personnel.
4. Identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects.
5. Direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives.
6. Direct the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office and school district budgets, funds and accounts.
7. Direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds and budgets.
8. Provide consultation and technical expertise concerning Business Services operations and activities.
9. Communicate effectively both orally and in writing.
10. Interpret, apply and explain rules, regulations, policies and procedures.
11. Establish and maintain cooperative and effective working relationships with others.
12. Operate a computer and assigned office equipment.
13. Analyze situations accurately and adopt an effective course of action.
14. Meet schedules and time lines.
15. Work independently with little direction.
16. Plan and organize work.
17. Prepare comprehensive narrative, financial and statistical reports.
18. Direct the maintenance of a variety of reports, records and files related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

1. Plan, organize, control and direct County Office Business Services operations and activities including internal and external fiscal, budget, payroll, fiscal aspects of information technology, transportation, purchasing, custodial, facilities construction, maintenance and repair functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, LCAP/LCFF, ordinances, policies and procedures.
2. Coordinate and direct personnel, resources, communications and information to assure smooth and efficient activities and meet County Office needs; direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.
3. Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure adequate personnel levels and initiate recruitment activities.
4. Coordinate and direct County Office-wide business operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, and equipment; identify

construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects to meet the educational and operational needs of the County Office.

5. Direct the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office and school district budgets, funds and accounts; administer internal and external payroll processing and support functions; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds and budgets. Work directly with other divisions in preparation and review of the LCAP and LCFF.
6. Assure adequate resources to meet County Office needs; direct operations and activities involved in the purchasing of supplies, property, services and equipment; coordinate related bidding and contract administration functions; direct the installation, configuration, operation, maintenance and repair of computer, network and telecommunication systems to meet County Office technology needs.
7. Monitor and analyze Business Services operations and activities for financial effectiveness and operational efficiency; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations, activities and school district support functions.
8. Direct the development and preparation of County Office-wide and school district budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate and project annual income and expenditures; control and authorize expenditures; monitor County Office and school district spending to assure compliance with established limitations.
9. Coordinate Business Services activities, communications and information between County Office administrators, personnel, school districts, outside organizations, consultants and various local, State and federal agencies; assure smooth and efficient delivery of fiscal assistance and other support services to County school districts.
10. Provide consultation and technical expertise to administrators, personnel, outside agencies and school districts concerning Business Services operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related projects, services, time lines, laws, codes, standards, requirements, rules, regulations, policies and procedures.
11. Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Business Services programs, facilities, projects, budgets, compliance, services, systems, financial activity, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate State or federal agency according to established time lines.
12. Monitor and analyze Business Services operations and activities for financial effectiveness and operational efficiency; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations, activities and school district support functions.
13. Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to Business Services operations and activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.
14. Assist in the fiscal aspects of County Office-wide transportation operations and activities to assure safe, efficient and timely student transportation to and from school.
15. Provide technical information and assistance to the Superintendent regarding Business Services activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
16. Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.
17. Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.
18. Provide technical support and assistance for collective bargaining activities as directed; assist in resolving related issues and conflicts.

19. Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning Business Services operations, activities and projects; represent the County Office and designated school districts at local, regional and State meetings and conferences.
20. Perform related duties as assigned within the scope and skill level of the job classification.

ENVIRONMENT:

Office environment.

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.

Revised 6/2015; 12/2017