



## HESPERIA UNIFIED SCHOOL DISTRICT POSITION DESCRIPTION

### ASSISTANT SUPERINTENDENT BUSINESS SERVICES

#### **DEFINITION:**

The Assistant Superintendent, Business Services is responsible to the Superintendent and directly supervises the Directors of Fiscal Services, Purchasing/Warehouse and Printshop, Maintenance/Operations and Facilities, Nutrition Services, AND Risk Management/Benefits. Under the general direction of the Superintendent, the Assistant Superintendent, Business Services is responsible for the business services division and performs related duties as required.

#### **ESSENTIAL JOB FUNCTIONS:**

- Serves as a member of the Superintendent's Executive Cabinet to build leadership capacity throughout the system and achieve the mission, vision, and goals of the District
- Develops long and short range plans in relation to assigned administrative responsibilities for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner
- Monitors budget allocations, expenditures, and related financial activities for the purpose of ensuring the department functions are maintained while complying with sound accounting practices and District objectives
- Attends Governing Board meetings; prepares Board agenda items, Board reports, and advises the Board as directed by the Superintendent, grounding interactions with trustees in sound evidence
- Prepares drafts of new and revised Board policies and administrative regulations as needed for the superintendent's review and potential action
- Evaluates and supervises District personnel
- Uses the best available evidence about successful leadership to recruit, select, develop and evaluate school and District leaders
- Establishes and maintains productive working relationships with students, staff, administrators, parents, and community members
- Facilitates and attends meetings that may frequently involve a range of issues (personnel actions, financial procedures, regulatory requirements, community involvement, actions involving outside agencies, interdepartmental needs, etc.) for the purposes of developing coherence, identifying appropriate actions, developing recommendations, supporting other staff, serving as a District representative, and promoting a high level of interaction among school leaders at all levels
- Prepares a variety of complex materials (plans, budgets, rules and regulations, funding requests, event programs, news releases, parent and community letters, etc.) for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting material for requested actions
- Participates in meetings, workshops, trainings, and seminars for the purpose of on-going professional development, as well as conveying and/or gathering information
- Directs and supervises, with the assistance of the Director of Fiscal Services, in the development of the budget for the General Fund and other funds, as well as the following:
  - Monitors and reviews the required State financial reporting requirements
  - Forecasts and analyzes various financial assumptions and the impact to the District
  - Monitors student enrollment and attendance related to the financial health and facility needs of the District
  - Oversee the completion of attendance reporting
  - Determines enrollment projections in collaboration with other divisions regarding the certificated staffing needs of each school
  - Communicates with Superintendent regarding revenues and expenditures
  - Prepares and presents the financial health of the district to the Superintendent and Governing Board via various required financial reports
  - Recommends, implements, and monitors debt financing options and payments
  - Monitors and oversees audits performed by external auditors and other governmental agencies
  - Oversees the management of position control
  - Ensures compliance with all rules, laws and regulations pertaining to all funding and Associated Student Body finances
- Directs and supervises, with the assistance of the Director of Purchasing/Warehouse and Printshop, the District's

purchasing, warehousing, and printing, as well as the following:

- Ensures purchase orders are completed timely
  - Oversees the implementation of contracts related to consulting, maintenance, and public works
  - Oversees and monitors the bidding process related to thresholds and public works
  - Collaborates with principals related to purchasing needs
- Directs and supervises, with the assistance of the Director of Maintenance/Operations and Facilities, the following:
    - Oversees, monitors, and negotiates the transportation vendor contract
    - Oversees and monitors the transportation of students
    - Oversees and monitors the major, general, and emergency repair upkeep and maintenance of schools, grounds, restrooms, custodial services, and equipment
    - Ensures that educational facilities are safe and optimized for a positive learning environment
    - Determine major deferred maintenance projects within available resources
    - Determines potential financing options for facilities
    - Monitors state applications for funds under state school building programs
    - Collaborates with architects, construction management, and consultants in directing and coordinating construction activities in planning for facility needs of the District.
    - Collaborates with principals related to facility needs
    - Oversee and monitor the white fleet of the District
  - Directs and supervises, with the assistance of the Director of Nutrition Services, the school cafeteria program for the District for the benefit of all students of the District, as well as the following:
    - Monitors and oversees audits performed by external auditors and other governmental agencies
    - Ensures compliance with all rules, laws and regulations pertaining to the feeding of students
  - Directs and supervises, with the assistance of the Director of Risk Management/Benefits, the following:
    - Collaborates and participates with the District's Insurance Committee
    - Oversees the administration of health and welfare benefits to District employees
    - Oversees the implementation of safety and workers' compensation programs
    - Ensures all employees are participating in required online safety trainings
  - Participates and collaborates as a member of the District's management negotiating teams
  - Serves as a District representative, as assigned, to various County and/or Joint Powers Authority committees
  - Represents the Superintendent in various meetings and assists in District direction
  - Serves as the Superintendent's designee, and performs such other tasks and assumes such other responsibilities as the superintendent may assign from time to time
  - Other Duties may be assigned

**KNOWLEDGE AND ABILITIES:**

- Knowledge of modern theories of management, including current principles of supervision and training
- Knowledge of state and local laws and procedures dealing with school facility planning
- Knowledge of the interpersonal and communicative skills necessary to deal with all levels of employees as well as public and private agencies involved in the planning process
- Ability to develop a working relationship with planners, consultants, and others who are responsible for ruling on District applications in the planning process
- Knowledge of personnel practices and procedures
- Ability to analyze problems and involve staff in developing problem solving solutions to such problems
- Ability to develop and present staff development programs
- Ability to supervise the work of others while maintaining an effective working relationship with those contacted in the course of work

**MINIMUM QUALIFICATIONS:**

(Certificated Applicants)

- Master's degree
- Valid California Administrative Credential
- Three (3) years of successful teaching experience
- Five (5) years of successful, full-time administrative experience
- Valid California Driver License

(Classified Applicants)

- Bachelor's degree in business, accounting, public administration or a related field
- Master's or doctorate
- Five (5) years of successful, responsible, full-time business management experience
- Valid California Driver License

**DESIRABLE QUALIFICATIONS:**

- Masters/Doctorate in business related field
- Experience as an assistant superintendent or business manager in a public school district, preferably a large unified district
- CBO Certification

Revised