

Escondido Union High School District Job Description

Job Title: Assistant Superintendent Business Services
Employee Unit: Management
FLSA Status: Exempt
Salary Level: Range 41
Approved By: Board of Trustees
Approved Date: 08/17/99

CERTIFICATES, LICENSES, REGISTRATIONS

California Administrative Credential preferred

SUMMARY

Serves as the high school district's Chief Business Official; plans organizes, directs, supervises and reviews the activities of the district's Business Services Division in accordance with Board of Education standards by performing the following duties personally or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Develops and monitors district budget.

Directs and supervises, through the Director of Maintenance & Operations, the general upkeep and maintenance of schools, equipment and grounds.

Directs and supervises, through the Director of Transportation, the safe transportation of pupils and the use of district transportation facilities.

Directs and supervises, through the Director of Purchasing, the district's purchasing and warehousing operation.

Directs and supervises, through the Director of Business Support Services, the Student Nutrition and Risk Management programs, including Workers' Compensation, for the district.

Directs and supervises, through the Manager of Information Systems, the planning, installation and maintenance of technology throughout the district.

Directs and supervises the planning, construction and/or remodeling of school plants.

Develops, reviews and enforces Board Policies pertaining to Business Operations, making recommendations for revision and adoption to the Superintendent for approval by the Board of Trustees.

Makes financial forecasts and prepares reports, analyses and recommendations.

Confers with and advises site administrators and others regarding school business matters.

Analyzes P-1, P-2 reports, and assists Assistant Superintendent of Human Resources in determining staffing allocations, based on enrollment projections, ADA and student retention rates and in compliance with collective bargaining agreement(s).

Represents the district in a wide variety of meetings, including state, county, city and other public and private forums.

Attends and participates in Board meetings, closed sessions, Cabinet meetings and other meetings as directed by the Superintendent.

SUPERVISORY RESPONSIBILITIES

Directly supervises all classified directors. Supervisors and Confidential employees within the Business Services section. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree (B.A.) from four year college or university; Master's Degree in Business Administration or equivalent desirable, or sufficient other training or experience in business management to provide a thorough knowledge of public sector business administration.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES Ability to manage a variety of programs, work effectively with and through Directors and Supervisors. Ability to direct, motivate and evaluate staff, speak clearly and effectively to make presentations to groups, network and interact with other division administrators, parents and community members. Working knowledge of Microsoft software.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to stand, walk, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS

The individual assigned to this position must have a commitment to the district's vision and goals for fiscal solvency, prudent budgeting and spending, safe and secure facilities, and a commitment to the success of students. Must be able to favorably represent the district in a variety of assignments.. As a representative of the Escondido Union High School District, this individual must present a professional, helpful, cooperative image at all times.