

ASSISTANT SUPERINTENDENT - BUSINESS SERVICES

DEFINITION

Under general administrative direction, plans, organizes, and administers the Business Services Division of the District, including the fiscal services, facilities, food services, purchasing, warehousing, construction, maintenance, operations, transportation, public safety, security, vehicle maintenance activities, and electronic/technical services departments of the District; provides advice, consultation and assistance to the Superintendent on matters related to contract administration, school site acquisition, sale, and building programs; performs on behalf of the Superintendent during absences, as assigned; and performs related work as required.

CLASS CHARACTERISTICS

This single-position class serves as division administrative officer of the District, responsible for all business division functions; advising the Superintendent and Board of Trustees on a wide range of school finance, budget, real property, electronic/technical, and other business-related matters. The Assistant Superintendent-Business Services is responsible for: fiscal services; maintenance, operations; food services and warehousing; purchasing; safety, security; transportation and vehicle maintenance; electronic/technical services, telecommunication, and electronic equipment maintenance. Attendance at evening meetings and travel to meetings in and out of the District is required. Position is exempt from overtime.

LICENSE REQUIRED

Possession of a valid and appropriate California driver's license.  
May be required to obtain a Certificate of Completion of Penal Code 832.3

EXAMPLES OF DUTIES

Oversees the preparation of agenda items, resolutions, and special reports for the Board of Trustees for departments, attending meetings to present background, develop recommendations, render advice, and receive direction. **E**

Oversees and monitors the administration of the financial operations of the District, assuring compliance with law, County requirements, and professional accounting standards. **E**

Administers, controls, and prepares budget guidelines; monitors income and expenditures for activities within the areas of responsibility, directs the preparation of the annual budget, advising the Board relative to policy and school finance. **E**

Plans and schedules conferences with school administrators, school staffs, architects, consultants, engineers, contractors, maintenance and operations staffs, state and local government officials, and the public regarding new construction, renovation, and demolition projects. **E**

EXAMPLES OF DUTIES (cont)

Plans, directs and monitors the construction, modernization, maintenance and operations of facilities, grounds, and equipment. *E*

Reviews and monitors the administration of the food service operation of the District, approving equipment acquisition, establishing methods of providing services, and reviewing budget and financial operations. *E*

Reviews and monitors the operation of electronic/technical services, capable of supervising equipment acquisition, establishing methods of providing service, and reviewing budget and financial operations. *E*

Directs the preparation, implementation and review of all district facility plans such as Facilities Master Plan, Deferred Maintenance Plan, the District Repair and Replacement Plan and other related documents, including compilation of required demographic, facility, and educational data. *E*

Reviews and monitors the administration of the student transportation program, recommending routes and methods of providing service and equipment acquisition, reviewing operation and equipment maintenance for compliance with law and policy. *E*

Oversees and monitors the negotiation and placement of insurance for casualty and liability coverage. *E*

Maintains familiarity with provisions of Education Code, Penal Code, Municipal Code, Health and Safety Code, Vehicle Code, FCC, and other regulations affecting any area within the Business Services Division. *E*

Directs actions necessary to provide for necessary rezoning, variances, easements, encroachments, permits, appraisals, rentals, and leases of land. *E*

Prepares reports and testifies on behalf of the District before local, state and federal planning, regulatory, and governmental agencies. *E*

Oversees the preparation of emergency and disaster preparedness plans. *E*

Oversees the administration of a safety program within Cal-OSHA standards. *E*

Reviews and monitors the maintenance of physical inventory records. *E*

Directs the staffing, assignment, training, evaluation and discipline of employees within the Business, fiscal services, maintenance, operations, transportation, security, safety, and Electronic/Technical Services departments. *E*

Participates in and advises on the financial and operational aspects of labor contract negotiations. *E*

Serves as a member of Superintendent's Cabinet and Council. *E*

EXAMPLES OF DUTIES (cont)

Establishes and monitors the performance of committees and study groups; participates in and facilitates staff and community meetings relative to solving problems and improving services including the Citizens Oversight Committee. *E*

Prepares, reviews and signs, on behalf of the Board, a wide range of reports and documents. *E*

Prepares new and revised policies and regulations. *E*

Conducts studies and investigations; prepares for and participates in hearings. *E*

Directs the investment and borrowing of funds. *E*

Meets with public officials on mutual problems, concerns, and projects. *E*

Prepares written and oral reports and correspondence. *E*

Participates in the evaluation of site-level administrators.

Responds to public requests for information.

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and methods of modern public and business administration and management;
2. Principles, methods, materials, and equipment used in facilities planning, construction, maintenance, and operations specialties for buildings, grounds, and vehicles;
3. The planning functions of city, county, and state agencies;
4. Building codes, state regulations, and laws governing construction; use and repair of public school facilities;
5. Principles of contract administration and business law;
6. Characteristics and capabilities of modern electronic equipment/software and comprehensive telecommunication systems including energy management;
7. Personal computer systems and software applicable to position;
8. Pertinent provisions of law, Penal Code, Vehicle Code, Education Code, Administrative Code, and District policy and regulations regarding public school safety and transportation systems including the operation of a school bus;
9. Objectives and operations of a school district;
10. Accounting and budgeting principles and practice;
11. Available sources and methods and techniques for compiling and analyzing factual data;
12. General principles of supervision, training, and personnel administration; and
13. Advanced business math and basic statistics.

Ability to:

1. Plan, organize, and direct a broad division management program; to meet requirements of the law, quality standards, and rigid deadlines;
2. Chair meetings, lead discussions, and elicit individual and group cooperation;
3. Read, interpret and administer statutes, policies, and regulations concerned with the legal responsibility of the District;
4. Analyze problems, develop sound problem-solving models, and arrive at sound solutions to problems;
5. Supervise and train appropriate staff members within the assigned department;
6. Collect, assimilate, and evaluate data and prepare sound recommendations based on such information;
7. Prepare and present clear and comprehensive oral and written reports appropriate to each audience;
8. Develop and administer a large, decentralized budget;
9. Proficiently use a PC, appropriate software;
10. Operate a vehicle observing legal and defensive driving practices;
11. Understand and carry out complex oral and written instructions;
12. Establish and maintain effective relationships with those contacted in the course of work; and
13. Accept and carry out responsibility for direction, control, and planning.

EDUCATION AND EXPERIENCE

Five years of recent increasingly responsible administrative experience in education or business administration including purchasing, maintenance, operations, transportation, public safety, and security, budget preparation, and personnel management. Upper division or graduate course work in general business administration or supervision is desirable. Incumbent must be willing and able to complete required course work to supervise public safety personnel if required. It is also highly desirable that candidates have demonstrated experience in of the following areas: Facilities planning, construction, vehicle maintenance activities, electronic/technical services, warehousing, and food services.

WORKING CONDITIONS

Environment:

Indoor, outdoor, office, and shop environment, exposure to dust, fumes, and other items on the construction sites; subject to driving to conduct work; and variable hours.

Physical Abilities:

Hearing and speaking to exchange information and to make presentations; walking to conduct inspections, sometimes over rough or uneven surfaces; bending at the waist; and sitting and standing for extended periods of time; and dexterity of hands and fingers to operate standard office equipment.

Revised: 7/81  
3/85  
7/94