

HUNTINGTON BEACH CITY SCHOOL DISTRICT

POSITION SPECIFICATION

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES

DEFINITION:

Under the direction of the District Superintendent, provide leadership and serve as administrator for the overall business services of the school system including budget development and control, maintenance and operations, transportation, food services, payroll and fringe benefits, information technology, purchasing, plant and site development, construction and acquisition, and asset management.

REPRESENTATIVE DUTIES:

Supervise and administer Fiscal Services; Purchasing/Warehousing; Risk Management; Food Services; Maintenance, Operations and Transportation; Information Technology Services; and Facility Planning and Construction. E

Direct and coordinate preparation of the annual budget for approval and adoption by the Board of Education; compile, analyze and consolidate budget information; assure proper budgetary controls and transfer of funds to accomplish approved financial objectives; administer and direct the program of accounting for District funds. E

Administer the District's financial program within Federal, State and County legal requirements and budget limitations; assure timely and accurate financial reporting; assure proper internal controls, audit trails and records maintenance; provide accurate and timely information required for areas that require financial and statistical data. E

Develop and maintain short- and long-term financial planning goals; prepare written forecasts of income and expenditures; actively pursue additional sources of funds for the District. Propose fiscal measures to maximize resources. E

Administer asset management programs, capital improvements, maintenance, development and use of facilities. E

Maintain records of fees, services, yearly contracts and facility improvements; manage contracted services with vendors/consultants.

Attend Board, public, staff and other meetings as assigned; represent the District at City, County, State, and other public and private sector meetings and/or forums, as necessary; present reports regarding the financial and business administration of the District. E

Communicate with other administrators, District personnel, contractors and various federal, State and County agencies to coordinate activities and programs, resolve issues and conflicts, provide and exchange data and information. E

Oversee the District property/liability insurance program.

Serve on the Superintendent's cabinet.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning, organization and direction of the business and fiscal services of a school district.
- Principles and practices of governmental accounting and auditing.
- Principles and practices of school district income forecasting, budgeting and budget administration.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Purchasing methods and practices involving the use of specifications and competitive bidding.
- Interpersonal skills using tact, patience and courtesy.
- Good oral and written communication skills.
- Operation of a personal computer and a wide variety of job related software.
- Public presentation methods and use of related software and/or equipment.
- Principles and practices of asset management and facility planning.
- District organization, operations, policies and objectives.
- Technical aspects of field of specialty.
- Diverse academic, socioeconomic, cultural, and ethnic backgrounds of District students.

Ability to:

- Communicate effectively both orally and in writing.
- Ability to use common software programs to enter data, maintain records and generate reports.
- Prepare and deliver oral presentations.
- Prepare comprehensive narrative or statistical reports.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Accept and carry out responsibility for direction, control, and planning.
- Plan, organize and prioritize work of self and others to meet schedules and time lines.
- Interpret, apply and explain rules, regulations, policies and procedures.

- Analyze situations accurately and adopt appropriate course of action.
- Establish and maintain cooperative and effective working relationships with others.
- Plan, organize and administer activities and operations. E
- Train, supervise and evaluate the performance of assigned staff.
- Complete work with many interruptions.
- Work confidentially with discretion.

Education and Experience:

- Master's degree in accounting, business administration, or education with a specialization in school business administration. 4 Years of experience in an administrative capacity.
- Experience in California public school administration is desirable.

Other Requirements:

- Possession of a valid California driver's license.
- Completion of fingerprinting is required prior to the first day of work.

Condition of Employment: Insurability by the District's liability insurance carrier.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position classification involves sitting with some walking and standing for extended periods of time. Incumbents may be required to lift, pull or push objects up fifteen (15) pounds. The position requires mobility to climb, kneel, stoop, crawl, reach and bend; accurate perceiving of sound; near and far vision with the ability to read small print; depth perception, dexterity; and the providing of oral information and direction.

Office environment, some school or construction site; moderate noise level; frequent interruptions; frequently works independently with high work volume and tight deadlines; occasional stress of emergencies, deadlines, interpersonal conflict.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

4/2005