

LOWELL JOINT SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT BUSINESS SERVICES



JOB SUMMARY:

Cabinet level position under the direction of the Superintendent organize and administer the District's Business Services functions including classified personnel. Administer annual budget, project long-term financial planning and provide advice, consultation, and assistance to the Superintendent and the Board of Trustees in developing and implementing long and short-term plans and activities including recommended prioritization of resources and supervising and evaluating the performance of assigned staff.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the classification.

- Administers the financial operations of the District, assuring compliance with the law, county requirements and professional accounting standards.
- Oversees fiscal services staff and provides for the accurate and timely reporting of financial data.
- Recommends strategies for short and long term investments and financial borrowing needs and coordinates with investment bankers and other financial consultants.
- Reviews budget guidelines and the development and administration of the annual budget, advising the Superintendent and Board of Trustees relative to policy and school finance.
- Administer General Obligation Bond and other debt financing and associated accounting.
- Supervises the preparation of monthly, quarterly, semiannual, and annual reports.
- Participates in and advises on the financial and operational aspects of labor contract negotiations.
- Prepares written and oral reports and correspondence; maintains liaisons with the city and county level staff regarding residential and commercial development; coordinates developer fee activities, and projects developer fee income.
- Administers the District's programs for fiscal services, risk management, surplus property management, employee benefits, and classified personnel.
- Supervise, develop and evaluate the performance of assigned staff members; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of staff; manage personnel-related issues in the division.
- Manages other departments as assigned; responsible for the staffing, assignment, training, evaluation and discipline of employees within the assigned areas of supervision.
- Plan, organize, control and direct a variety of programs, projects and activities related to operations including facility planning, management and construction.
- Represent and negotiate District interests in project planning and interagency relations with state and local government, business agencies, staff, parents and community members.
- Analyze funding sources for capital facilities and design District participation for maximizing funding qualification.
- Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review and evaluate services and make necessary adjustments.
- Assist in the development and implementation of long and short-term plans and activities including: recommended prioritization of resources; meet with the Superintendent and Cabinet to develop goals, make decisions and provide direction and leadership for the overall District; attend Cabinet, Leadership Team, Bond Oversight Committee meetings, and Board of Education meetings and prepare Board agendas and briefings; follow up on Board of Trustees issues as appropriate; present on-going reports to Board of Trustees regarding facilities budget planning, project implementation, and related issues.

- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files; assure accuracy of federal and state reporting regarding operational services; prepare and maintain records and reports, including property contracts, insurance policies, legislative updates and other related reports.
- Assist in the oversight and planning of new facilities and/or modernization; negotiate site purchases; manage architect and construction contracts; establish development schedules and monitor progress; develop alternatives for financing facilities as needed.
- Perform all other related duties as assigned by the Superintendent

QUALIFICATION GUIDELINES:

Knowledge of:

Laws, rules, ordinances, regulations, policies and procedures related to assigned divisional activities; principles and practices of modern public sector/school business management and administration; objectives and operating practices relative to the above listed divisional responsibilities; business related data processing; principles and practices of personnel management, accounting and payroll, purchasing, electronic data processing, risk management, contracts, budget preparation and control, and debt issuance. Administration of school business management including facilities, maintenance, and other assigned areas; project budget preparation and control; oral and written communication skills; principles and practices of administration and classified personnel, supervision and training; applicable laws, codes, regulations, policies and procedures affecting classified personnel, facilities; operation of computer equipment and specified software; computer programs that support efficient processing and managing of data for facilities planning; public contract code.

Ability to:

Plan, organize, direct, and control the District's Business Services Division functions; interpret, administer, apply statutes, ordinances, policies, regulation and directives; analyze data to make projections; supervise and evaluate the performance of assigned staff; deal with complex statistical data and make complex mathematical calculations; communicate clearly and concisely; interpret, apply and explain rules, regulations, policies and procedures; establish and maintain cooperative relationships with all people encountered in this positions; analyze situations accurately and adopt an effective course of action; meet schedules, time lines, and deadlines; work independently with little direction; plan, organize and direct complex projects; maintain current knowledge of technological advances in the field; maintain current knowledge of computer programs that support efficient processing and management of data for classified personnel and facilities planning.

Education/Training/Experience:

Equivalent to graduation from an accredited college or university with a major in accounting, business administration, public administration and/or closely related field. Chief Business Official Certificate is preferred. Equivalent to a minimum of five (5) years of increasingly responsible business services administrative experience, including at least three years of school business or governmental accounting/budget experience.

Licenses/Certificates/Special Requirements:

A valid California Driver's License and the ability to maintain insurability under the District's Vehicle Insurance Policy.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

While performing the duties of this position, the employee is subject to constant interruptions and is in direct contact with the public and employees – negative interactions resulting from this contact may result in stressful situations. Employee may be stationary for long periods of time daily. Employee will need to communicate via long distance and in person. This position is required to operate standard office equipment, which may include handling different types of objects. Employee will be asked to traverse varying lengths of distance both indoors and outdoors and may be required to transport objects up to 30 pounds. This position will also require inspections, estimates and analysis under varying climate differences.

Mental Demands:

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

Work Environment:

While performing the duties of this job, the employee will work indoor, outdoor, office shop and construction environment. The employee will work with noise from equipment operation. The employee will be on call to provide administrative support for the department and the District.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD: 12 months per year, 5 days per week