

PERRIS UNION HIGH SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

POSITION DEFINITION

Under the general direction of the Superintendent, directs, plans, and administers a comprehensive financial program, including the school district budget, financial records control, accounting services, financial auditing, purchasing, the warehouse, and food services operations; risk management; and the maintenance, operations and transportation functions, and performs other job related duties as required. This is a designated Management Leadership Team position.

DUTIES AND RESPONSIBILITIES

1. Directs, manages, plans, organizes and provides administrative leadership of all financial aspects of the organization, including long-range financial planning and participation in staff negotiations.
2. Develops and maintains business services systems, including annual budget development activities.
3. Supervises and directs the maintenance, operations, transportation, accounting, purchasing, and food services programs of the district.
4. Supervises the school construction and facilities program.
5. Serves as the chief fiscal officer of the district and supervises the financial affairs of the district, including handling of all funds, purchasing, accounting, and reporting procedures and long-range planning.
6. Attends Board meetings and prepares such reports for the Board of Trustees as the Superintendent may request.
7. Assists in the determination of types of programs and services needed by the schools and makes appropriate recommendations.
8. Prepares drafts of needed Board policies and administrative rules for the Superintendent's review and action.
9. Reports on the status of district programs and services at the request of the Superintendent.
10. Interprets the programs, philosophy, and policies of the district to staff, students, and the community at large.

11. Communicates to the Superintendent the requirements and needs of the district as perceived by the Assistant Superintendent, Business Services.
12. Prepares state reports and claims as required.
13. Manages the district's real estate and insurance programs.
14. Supervises the district's supporting services through the Directors/Supervisor/Managers/Leads of Maintenance, Operations, Transportation, Accounting and Food Services.
15. Develops and administers a program for purchasing supplies and equipment and maintaining accurate inventory control and records.
16. Works to maintain effective district-community relations, and interprets the financial concerns of the district to the community as requested.
17. Directs and evaluates related staff.
18. Works with the community and coordinates all planning with school officials in handling requests for use of school facilities.
19. Performs additional duties as assigned.

REQUIRED QUALIFICATIONS

1. Education: Minimum of a Bachelor's Degree in Business Administration, Management, Accounting or closely related field. Master's Degree preferred and Doctorate Degree desirable.
2. Experience: Five years of progressively responsible professional experience in educational financial management, of which three years have been directly school district business office or county management and/or business services office at the supervisory/management level. School site management level experience is desirable.
3. Licenses: Possession of a valid California Driver's License.
4. Personal and Professional Qualities:
 - * A basic and clear understanding of the human dynamics of school district administration. Works well with others and is able to deal effectively with the public and staff.
 - * Works well with professional school business officials and related organizations.

- * Excellent health, vigor and stamina, and stability.
- * Integrity.
- * Ability to listen, observe, and to absorb the concerns of the Board of Trustees, staff, and community, and to act upon needs.
- * Maintains and continually renews a deep understanding of the purposes of public education in a changing society with a keen insight into the special needs of all subgroups within the community.
- * Management ability in the areas of planning, organizing, controlling, communicating and leading.

GOALS OF EFFECTIVE PERFORMANCE

1. To assist the Superintendent substantially and effectively in the task of providing leadership to developing, achieving, and maintaining the best possible educational programs and services with the available financial resources.
2. To work with principals, teachers, and other staff of the district to build a meaningful budget that supports district goals, objectives and management plan.
3. To maintain current knowledge of laws and regulations relative to school finance, budgeting and accounting principles and procedures, and federal and state laws pertaining to the various sources of financial assistance available for program development and school construction.
4. To write and speak effectively when addressing school problems, and to elicit school, community and industry support and interest.
5. To work effectively with staff, community, and government organizations to promote positive district performance.