


**Santa Rosa City Schools**

	<b>PROPOSED POSITION DESCRIPTION</b>
<b>Title: Associate Superintendent / Chief Business Official</b>	
<b>Department: Business Services</b>	<b>FLSA Classification: Exempt</b>
<b>Bargaining Unit: None</b>	<b>Work Year: 12 Month/261 Days</b>
<b>Reports to: Superintendent</b>	<b>Board Approval Date: PENDING BOARD APPROVAL</b>

**Salary Grade: Unscheduled Management Salary Schedule (Classified) (\$200,000 Annual Salary +\$1,200 each for Masters, Ph.D. or Ed.D, and BCLAD or Bilingual Authorization)**

**Primary Function:**

Under the general direction of the Superintendent, provides administrative direction and evaluation to all major Business Services Departments including Fiscal and Payroll, Facilities, Maintenance and Operations, Nutrition Services, Transportation, Purchasing, Warehouse Operations, and the bond programs; support collective bargaining functions as required.

**Essential Job Functions include, but are not limited to the following:**

- Represents/serves as the Superintendent's designee in the absence of the Superintendent.
- Serves as a member of the Superintendent’s cabinet; assists the Superintendent in implementing the Board’s adopted strategic plan and in articulating a vision for the District’s programs.
- Plan, organize, control and direct the projects, activities, and functions of financial services and operations.
- Strategizes and assists the Superintendent, Board of Trustees, and other administrators in developing the District’s short and long-range financial priorities and the goals for strategic planning.
- Develop, evaluate and make recommendations to the Superintendent, Board, and others regarding policies and procedures governing the business operations of the District.
- Assist the Superintendent in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District.
- Develop and supervise District debt management functions and coordinate District involvement in special tax elections or alternative funding methods as approved
- Implement programs to ensure financial stability; develop and prepare the annual budget for all assigned areas and the District as a whole; analyze and review budgetary and financial data to ensure appropriate allocation of resources; monitor and authorize expenditures in accordance with established guidelines.
- Provide technical expertise regarding the annual budgetary process, and formulate and develop policies and procedures.
- Oversee business operational services such as transportation, warehousing, facilities, food service, and maintenance as well as financial services projects and activities such as payroll, purchasing, accounts payable and receivable, budgeting and internal audits to ensure the financial viability of the District.
- Oversee capital improvement, deferred and regular maintenance, bond programs
- Develop and implement effective long and short-term plans and activities for the District facilities master plan; coordinate with administration for facility planning and proper demographic data to support plans.
- Direct preparation and maintenance of a variety of narrative and statistical reports, records, and files.

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- Facilitates/communicates partnerships with community, business, and government organizations to seek and develop grants and awards to support the financial viability of the District.
- Attend Board meetings, prepare and present agenda and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary.
- Assume responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attend appropriate professional meetings
- Fosters business, industry, government, and community partnerships to advise, consult and monitor appropriate revenue streams.
- Establish and lead interdepartmental teams to address complex District issues; create and maintain a culture of collaboration and continuous improvement among departments, sites, and outside to assist each student to learn at grade level and beyond.
- Review and advise on all contracts, agreements, and negotiation documents.
- Serves as a representative to assigned District committees and county agencies.
- Serve on the District Negotiating teams, as requested by the Superintendent.
- Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Bachelor's degree in Business Administration, Public Administration or field directly related to the duties and responsibilities of the position; Master's degree is desired but not required.
- Demonstrates strong management/leadership skills. A minimum of five years' management experience preferably in a medium to large school district.
- Demonstrated record of strategic planning, budget management, integration, and staff development.
- Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

#### Licenses/Certifications:

- Valid California driver's license.

#### Abilities

- Manage, lead, and direct functions of a District division
- Act in a professional and positive manner.
- Establish and maintain cooperative and effective working relationships with others.
- Use tact, patience, and courtesy.
- Ability to articulate and understand complex issues and facilitate effective problem-solving.
- Knowledge of consensus-building techniques and conflict resolution strategies.
- Prepare and deliver oral presentations.
- Maintain current knowledge of program rules, regulations, requirements, and restrictions.
- Prepare comprehensive narrative or statistical reports.
- Interpret, apply and explain rules, regulations, policies, and procedures.

#### Working Conditions

While performing the duties of this Job, the employee is often exposed to moving mechanical parts. The employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually moderate.

#### Physical Abilities

- Hearing and speaking to exchange information and make presentations

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- Sitting for extended periods of time
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard