



**Job Title:** Assistant Superintendent, Business Services

**Reports to:** Superintendent

## Definition:

Under the direction of the Superintendent plan, organize, coordinate and direct, review, evaluate and administer the District's business functions, program, services and operations including budget, fiscal planning, purchasing, warehousing, transportation, accounting food service, attendance accounting, payroll, maintenance and operations, property construction and renovation, safety and environmental management. The Assistant Superintendent will be responsible for providing service-based organizational support to schools within the context of adopted District goals and site plans; assist in the planning, development, and implementation of Board policies, Superintendent regulations, and the strategies for achieving District goals and objectives; and to do other related functions as directed. The Assistant Superintendent shall be responsible for providing organization services to departments and sites that are results-oriented and collaborative. This classification is an executive cabinet level position.

## Essential Functions:

- Serves as advisor to the Superintendent and District personnel in matters pertaining to financial management, problems, issues and concerns.
- Maintains knowledge of current laws, research and procedures in areas related to the Business Services department, and provides the Governing Board, administrative staff, employees and other interested parties with related information.
- Supervises the management of the financial affairs of the District and its schools and prepares financial statements, income statements, and cost reports for the Governing Board, Los Angeles County, the State of California, the federal government and other authorities or agencies.
- Assumes responsibility for budget development and long-range financial planning and advises in the development of comprehensive and long-range plans for division operations. Administers a budget and appropriation ledger control for areas of fiscal responsibility ensuring that departments operate within approved budget constraints.
- Establishes and supervises a program of accounting adequate to record in detail all financial transactions, and supervises all accounting operations including: money and credit accounting, record keeping, accounts payable and receivable, bidding and purchasing, risk management, insurance programs and student attendance accounting.
- Interprets the financial concerns of the District to the community and serves as a liaison with the public, private enterprises and other agencies.
- Maintains expertise in financial affairs, and remains knowledgeable about current financial practices and trends through ongoing training, course work, and participating in workshops, in-service and conferences.
- Responsible for planning, coordinating and ensuring that all facility alterations and projects allocated from bond funds or other sources are carried to completion as well as all new construction projects.

## Secondary Functions:

- This is a single position classification. All duties assigned are considered essential.

## Experience and Education:

Any combination of experience and education that could provide the required knowledge and ability would be qualifying.

## Certification, Licenses, and Other Requirements:

- Equivalent to a completion of a Master of Arts or higher degree from an accredited college or university in educational administration, business administration and/or education with specialization in school business administration.
- Five years of experience in responsible public education administrative or supervisory position, including experience in public or private business administration.
- Valid California driver's license



**Knowledge of:**

- Principles and practices of public and business administration functions, programs and services including organization, personnel, fiscal and instruction profit management.
- Fundamental application of data processing to business management.
- State and federal laws, codes and regulations applicable to business services of the district.
- Budget preparation and control.
- Principles and practices of administration, supervision and training.
- Oral and written communication.
- Plan and conduct validation studies and review of job-related selection instruments.
- Train, supervise and evaluate assigned staff.
- Conduct research, surveys and special analyses.
- Establish and maintain effective and cooperative relationships with others.
- Assure compliance of policies and procedures with applicable and statutes and regulations.

**Ability to:**

- Ability to read, interpret, apply and explain applicable laws, regulations policies and procedures; compose and write reports and correspondence independently.
- Communicate effectively with individuals or groups.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions.
- Compute statistics, information and recommendations related to the financial affairs of the district.
- Prepare clear, concise and complete financial information and reports.
- Ability to define problems, collect and analyze data, establish facts, reason logically, draw valid conclusions and develop and present alternative solutions.
- Read analyze, interpret, apply and explain laws, rules, regulations, contracts and compensation principles in order to resolve complex financial issues and problems.
- Manage multiple projects simultaneously.

## **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

**Body Movements:** Regular Activities: stand and sit for long periods of time; use hands and fingers to operate electronic keyboard or other office machines; reach with hands and arms; speak clearly and distinctly to answer telephones and to provide information; and hear to understand voices over the telephone and in person.

**Lifting Requirements:** Employees assigned to this classification must regularly lift, carry and/or move computer-related objects weighing up to 10 pounds.

**Vision Requirements:** Ability to see clearly at 20 inches or less; adjust the eye to bring an object into sharp focus.

## **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



**NEWHALL SCHOOL DISTRICT**

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**Position Environment**

Work is usually performed in a district office environment.

**Exposures, Risks and Hazards**

While performing the duties of this classification, the employee occasionally is exposed to the normal risks and hazards of installing computer-related equipment.

Governing Board Approved: August 24, 1999



**APPLICATION PROCEDURE:** Official application forms and related materials must be correctly completed and submitted on [www.edjoin.org](http://www.edjoin.org) no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

**EXAMINATION:** Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

**TUBERCULOSIS TEST OR CHEST X-RAY:** Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

**AUTHORIZATION TO WORK REQUIREMENTS:** Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

**OTHER REQUIREMENTS:** State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

**SALARY INFORMATION:** Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationary of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

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