

JOB DESCRIPTION

Job title: *Assistant Superintendent - Business Services (2504)*

Job Summary:

The job of Assistant Superintendent Business Services was established for the purpose/s of planning, organizing, controlling and directing county office-wide Business Services operations and activities including accounting, budget, external payroll, information technology, risk management, purchasing, facility planning, maintenance and repair functions under the direction of the county superintendent of schools. Responsibilities include fiscal oversight of districts in the county including monitoring of fiscal operations and providing fiscal support.

Essential Functions:

- ↗ Administers fiscal and information technology support and consultation functions for county school districts, and directs fiscal functions for the purpose of assisting school districts with payroll processing, budget development, mandated reporting and other financial functions.
- ↗ Represents Tulare County Office of Education (TCOE) on JPA insurance plans.
- ↗ Attends board meetings for the purpose of advising the county committee on school district organization.
- ↗ Attends/conducts a variety of meetings as assigned for the purpose of representing the county office and designated school districts at local, regional and state meetings, boards, councils and conferences.
- ↗ Communicates with administrators, personnel and outside organizations for the purpose of exchanging information, coordinating activities and programs and resolving issues or concerns.
- ↗ Coordinates business services activities, communications and information between administrators, personnel outside organizations and various local, state and federal agencies and confers with local, regional and state representatives in the development and implementation of fiscal programs for the purpose of facilitating the exchange of pertinent fiscal information between agencies.
- ↗ Coordinates/directs county office-wide operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, grounds, vehicles and equipment for the purpose of meeting the operational needs of the county office.
- ↗ Coordinates/directs personnel, resources, communications, information and fiscal services for the purpose of ensuring smooth and efficient activities and to meet county office needs.
- ↗ Coordinates/manages operations and activities involved in the installation, operation, maintenance and repair of computer and network systems, databases and related hardware, software and peripherals for the purpose of ensuring that the systems in place are functional.
- ↗ Counsels with districts regarding legal and administrative problems for the purpose of providing pertinent information.
- ↗ Develops/prepares the annual preliminary budget for Business Services; directs the development and maintenance of the General Fund budget; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations; prepares revenue and expenditure projections; reviews and approves various annual and interim budgets as directed for the purpose of ensuring the accuracy and propriety of county office financial information.
- ↗ Directs the development and implementation of Business Services programs, projects, services, systems, strategies, goals and objectives for the purpose of ensuring the proper and timely resolution of related issues, conflicts and discrepancies.
- ↗ Directs the development and implementation of policies, procedures and programs for the purpose of enhancing the financial effectiveness and operational efficiency of Business Services operations, activities and school district support functions.
- ↗ Directs the planning, development, scheduling, design and implementation of construction and renovation projects for the purpose of meeting the educational and operational needs of the county office.
- ↗ Directs the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Business Services programs, projects, budgets, compliance, services, systems, financial activity, personnel and assigned duties for the purpose of reviewing, approving and assuring that mandated reports are completed and submitted to the appropriate state or federal agency according to established time lines.
- ↗ Directs/controls the research, design, development and implementation of network and database system projects for the purpose of ensuring that the technological needs of the county office are met.
- ↗ Maintains current knowledge of laws, codes, ordinances, regulations and pending legislature related to Business Services operations and activities for the purpose of modifying programs, functions and procedures to ensure compliance with local, state and federal requirements as appropriate.
- ↗ Monitors/Analyzes Business Services operations and activities for the purpose of maintaining financial effectiveness and operational efficiency.

- ↗ Plans and directs accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; administration of internal and external payroll processing and support functions; the direction of financial record-keeping, reporting and auditing functions for the purpose of ensuring the accurate and timely accounting and reporting of funds and budgets.
- ↗ Plans/Organizes/Controls/Directs county office-wide Business services operations and activities including accounting, budget, external payroll, information technology, school district support, purchasing, custodial, facility planning, maintenance and repair functions for the purpose of establishing and maintaining related time lines and priorities and assuring that related functions and activities comply with established standards, requirements, internal controls, laws, codes regulations, ordinances, policies and procedures.
- ↗ Plans/Organizes/Controls/Directs operations and activities involved in the purchasing of county office supplies, services and equipment and directs related bidding and contract administration functions for the purpose of ensuring the cost-effectiveness, compliance with specifications and quality of services and products.
- ↗ Provides consultation and technical expertise to administrators, personnel, outside agencies, school districts and the public concerning Business Services operations and activities, and responds to inquiries, resolves issues and conflicts, and provides detailed and technical information concerning related laws, codes, standards, requirements, goals, objectives, rules, regulations, policies and procedures for the purpose of ensuring that all parties can make decisions based on accurate information.
- ↗ Provides technical information and assistance to the superintendent regarding Business Services activities, needs and issues for the purpose of assisting in the formulation and development of policies, procedures and programs.
- ↗ May serve on the TCOE insurance JPA boards for the purpose of providing pertinent information.
- ↗ Supervises/Evaluates the performance of assigned personnel for the purpose of ensuring employee understanding of established requirements.
- ↗ Takes responsibility for oversight of districts in the county including the review and approval of county district budgets and interim reports; the review of county district operations on a daily basis with the evaluation of ability to operate as a going concern; and meets and consults with district superintendents and chief business officials for the purpose of providing the required oversight.

Skills, Knowledge and/or Abilities Required:

↗ **Knowledge of:**

- planning, organization and direction of county office-wide Business Services operations and activities including accounting, budget, payroll, information technology, school district support, purchasing, custodial, facility planning, maintenance and repair functions;
- accounting, budget and business functions of county offices and school districts;
- generally accepted accounting and auditing principles, practices and procedures;
- financial and statistical record-keeping techniques;
- general principles, methods, practices and procedures of purchasing and contract administration;
- applicable local, state and federal laws, codes, ordinances, regulations, policies and procedures;
- principles and practices of administration, supervision and training;
- budget preparation and control;
- state school building program;
- public contract code;

↗ **Skills and Abilities to:**

- operate a personal computer and utilize assigned software and office equipment;
- communicate effectively, both orally, and in writing;
- use tact, patience and courtesy in interpersonal relationships;
- plan, organize, control and direct county office-wide Business Services operations and activities including accounting, budget, payroll, information technology, school district support, purchasing, custodial, facility planning, maintenance and repair functions;
- coordinate and direct personnel, resources, communications, information and fiscal services to assure smooth and efficient activities and meet county office needs;
- supervise and evaluate the performance of assigned personnel;
- monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations and activities;
- direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds and budgets;

- provide consultation and technical expertise concerning Business Services operations and activities;
- interpret, apply and explain rules, regulations, policies and procedures;
- establish and maintain cooperative and effective working relationships with others;
- analyze situations accurately and adopt an effective course of action;
- meet schedules and time lines;
- work independently with little direction;
- plan and organize work;
- prepare comprehensive narrative, financial and statistical reports;
- interpret and apply provisions of state Education Code and various regulatory agencies.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ↗ Job-related experience within specialized field with increasing levels of responsibility is required.
- ↗ A combination of five years of responsible professional administrative, finance or business level experience.
- ↗ Experience as a superintendent, assistant superintendent, or the equivalent preferred.

Education Required:

- ↗ Master's degree with course work in education administration.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ↗ Valid California driver's license and proof of automobile insurance.
- ↗ Department of Justice and FBI Fingerprint Response.
- ↗ Valid California Teaching credential preferred.
- ↗ Valid California Administrative Credential preferred.

FLSA Status: Exempt

April 2019

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.