

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

**JOB SUMMARY:**

Under the direction of the Superintendent, plan, organize and administer the successful implementation of the Business operations of the District; assure the District is financially stable; contribute to the strategic direction of the District in carrying out the District's mission, goals and objectives; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL FUNCTIONS:**

Plan, organize and administer the successful implementation of the Business operations of the District; contribute to the strategic direction of the District in carrying out the District's mission, goals, and objectives.

Provide leadership and direction for Business Services functions including but not limited to budget development, control and long-range financial planning; payroll; maintenance and operations; information systems; purchasing and warehousing; transportation; child nutrition services; print shop; construction, land acquisition, asset management and financing mechanisms; risk management; real estate and insurance programs.

Meet with Division directors and establish goals; monitor goals progress; coordinate interdepartmental projects; support departmental efforts.

Meet with the Superintendent and Cabinet to develop goals, participate in the formation of recommendations for Board policies, and provide direction and leadership for the overall District; attend Board meetings, prepare materials and make presentations as required; follow-up on Governing Board issues as appropriate.

Oversee development of the annual District budget; monitor income and expenditures; direct the development of financial reports as required for all funds; prepare budget recommendations for the Governing Board; maintain current knowledge of fiscal-related issues.

Supervise and evaluate assigned staff; participate in the evaluation of personnel in areas of responsibility; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; manage personnel-related issues in the Division.

Serve as a member of the District's negotiating team.

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; participate in the formulation and development of fiscal policies, procedures and programs.

Communicate with other administrators, District personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer, applicable software and other office equipment.

Attend a variety of local, City, County, State and federal meetings as assigned; attend conferences and workshops; make presentations and conduct assigned meetings.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration of the Business Services Division.

Budget preparation and control.

School business management including finance, facilities acquisition, construction and maintenance, risk management, transportation, child nutrition services, purchasing and warehousing and inventory control and others as assigned.

Applicable laws, codes, regulations, policies and procedures affecting school business operations.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, and administer the successful implementation of the Business operations of the District.

Interpret, apply and explain rules, regulations, policies and procedures.

Plan, organize and direct complex projects.

Resolve complex organizational problems.

Provide creative and effective solutions for meeting the financial needs of the District.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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 and statistical reports.

Operate a computer and assigned software

Direct the maintenance of a variety of reports and files related to assigned operations and activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: a bachelor's degree in business administration, public administration or related field and eight years increasingly responsible experience in school business administration. Master's degree preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file and retrieve materials.

Reaching overhead, above the shoulders and horizontally.

Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.