



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia Ave., Hemet, CA 92545 - (951) 765-5100

DEPUTY SUPERINTENDENT, BUSINESS SERVICES

DEFINITION

The Deputy Superintendent, Business Services, is responsible for providing leadership and supervision for the overall business services of the District including budget development and control, child nutrition services, finance and accounting services, purchasing, warehouse, print shop, risk management and transportation departments. This individual also provides district-wide leadership in matters related to facilities, maintenance and construction by planning, directing and coordinating the District's facilities, maintenance and construction.

DISTINGUISHING CHARACTERISTICS

Directly related administrative and leadership experience is necessary to manage the District's Business Services Division. The position requires the ability to analyze, develop and offer alternative solutions to related issues and concerns. Decisions are made by the incumbent that have critical impact on District goals, the organization and administration of education programs and services. The incumbent frequently meets with teachers, support staff and administrative personnel to influence, motivate, monitor and support the objectives of the educational master plan.

EXAMPLES OF DUTIES

- Serves as the Chief Business Official to the Superintendent, Board of Education, and District personnel.
- Acts on the Superintendent's behalf when directed to do so by the Superintendent.
- Supervises and evaluates Assistant Superintendent(s) or other positions as directed by the Superintendent.
- Directs and coordinates preparation of the annual budget for approval and adoption by the Board of Education and administers the District's financial program within its framework and legal requirements.
- Directs budget development and long-range financial planning and administers budgetary control for the District's budgeting system.
- Interprets the financial conditions and concerns of the District to the Board and community.
- Provides expertise and leadership in the identification, allocation and management of the organization's monetary resources.
- Ensures legal compliance in the administration of the District's business services operations.
- Provides effective business services to support and facilitate the basic educational programs of the District.
- Plans, organizes, implements and maintains a management reporting system to ensure appropriate and thorough communication.
- Directs preparation of a variety of financial, statistical and budgetary statements and reports including monthly financial statements, budget transfers, cost studies, cash flow analyses and revenue and expenditure projections; directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; analyze and reconcile financial statements; assure timely and accurate submission of financial reports.
- Provides professional input into the establishment and maintenance of all risk management issues including workers compensation, health benefits, property and liability. Plans, organizes, develops, directs and administers internal operational procedures for business services.
- Maintains standard of high-quality performance pertaining to the planning of budgets and general financial matters.
- Directs the operation and administration of all business functions of the district and acts as an advisor to the Superintendent on such matters.

- Plans, organizes, directs and manages the preparation and presentation of various fiscal reports, income and expense projections and forecasting the periodic status of the District's financial condition.
- Completes the annual update of student projections, staff allocations and adequacy of classroom space through the long-range master plan.

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- Directs the program of school plant expansion, alterations, modifications and maintenance.
- Facilitates architect selection, works with the architect and acts as District liaison with local, state and federal agencies involved in the building program.
- Works with attorneys, financial consultants, and other agencies or individuals as directed in developing necessary funding resources for District facilities; works in establishing and maintaining a District long-range facilities master plan.
- Responsible for the gathering of information in the performance of detailed studies as required for long-range planning and acquisition of sites, as well as development of facilities to meet the future needs of the District.
- Responsible for liaison with architects, engineers, contractors, and inspectors to expedite the construction and modernization of facilities.
- Works with the Office of Public School Construction, California Department of Education and Division of State Architect to secure funding and that documentation for building projects is correct; makes presentations to District personnel, Governing Board, and the public; lobbies with Legislators and other governmental agents to secure funding and facilities.
- Directs and manages bid and acquisition procedures for the procurement of District material and services to ensure legal compliance.
- Directs, advises and provides support to all District negotiations teams as determined by the Superintendent.
- Directs a variety of other assigned activities including internal audits, property and inventory valuations and management of fixed assets, debt service management, general ledger maintenance, budget revisions to district funds, property and liability insurance, mandated cost program, development of procedure and policy manuals and other assigned areas.
- Negotiates and executes contracts for the District; represents the District in a variety of legal contractual and other business matters.
- Serves, upon assignment by the Superintendent, as a resource person to all divisions, departments and schools in the District.
- Serves as the District's chair of any budget advisory committees, benefit committees, the Citizens' Oversight Committee and other committees as needed.
- Performs such tasks and assumes such responsibilities as may be assigned by the Superintendent.
- Liaison with legal counsel relating to matters of finance, General Obligation Bonds, COPs, CFDs, TRANS and other financial instruments and institutions.
- Interface with local, county and state legislative process, as needed or directed.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Principles, methods, strategies, goals and objectives of public school district educational programs; philosophical, fiscal, economical and legal aspects of California public school district education; procedures, methods and techniques of organization, management and supervision; fiscal record retention and fiscal record management, storage and retrieval systems; state and federal legislative processes, procedures and persons influencing state and federal legislation; California school accounting and fiscal record management guidelines and regulations; program supervision, assessment and evaluation techniques.

Ability to:

Manage, lead and direct functions of the District's Business Services Division; plan, organize, manage, audit and control the District's monetary resources; demonstrate effective administrative leadership; communicate effectively in oral and written form regarding a variety of complex fiscal, educational, organizational and legal matters; establish and maintain effective organization, community and public relationships; motivate staff; use good judgment; stimulate and motivate cooperative team efforts and provide leadership; establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, coworkers and the public; analyze situations accurately and adopt an effective course of action; meet schedules and time-lines. Must be able to interface with and be knowledgeable of all education areas of the school district.

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MINIMUM QUALIFICATIONS:

EXPERIENCE:

- Five (5) years of progressively responsible administrative experience as an assistant or chief business official, in a public education setting; experience working with facilities planning and fiscal oversight of large projects preferred.

EDUCATION:

- Possession of a Master's degree in Business Administration, Education or closely related field.

CREDENTIALS:

- Possession of CBO certification; valid administrative or teaching credential, preferred.

LICENSE:

- Possession of a valid California driver's license and be insurable.

SPECIAL REQUIREMENT

Must be bondable.

EMPLOYMENT STATUS

Classified or Certificated Management Position

May 15, 2019