

ASSOCIATE SUPERINTENDENT/BUSINESS

BASIC FUNCTION:

The Associate Superintendent/Business directly supervises the Directors of Facilities, Transportation, Purchasing/Warehousing, and Food Services and works closely with the Executive Director of Finance in district financial matters. Under the general direction of the Superintendent, the Associate Superintendent/Business is responsible for facilities planning, including site acquisition and new construction, as well as other business services tasks and related work as required.

REPRESENTATIVE DUTIES:

1. Directs and supervises, with the assistance of the Executive Director of Operations, the general upkeep and maintenance of schools, equipment, grounds, and custodial services.
2. Directs and supervises, with the assistance of the Director of Transportation, the transportation of pupils and the use of district transportation facilities.
3. Directs and supervises, with the assistance of the Director of Purchasing, the district's purchasing and warehousing operation.
4. Directs and supervises, with the assistance of the Director of Nutrition Services, the school cafeteria program for the district.
5. Works closely with the Executive Director of Finance in the development of the district budget, student attendance reporting, revenue forecasting, and the financing of facilities.
6. Develops budgets for selected business service areas and assists in the preparation and administration of budgets for the cafeteria, transportation, maintenance, facilities, and purchasing/warehousing program areas including coordination of the Capital Facilities and Deferred Maintenance budgets with the state Office of Local Assistance.
7. Coordinates the preparation and maintenance of the district's comprehensive master plan, including compilation of required demographic, facility, and educational data.
8. Prepares and monitors state applications for funds under the state school building aid program.

Policy Adopted: May 7, 1987
Policy Revised: March 7, 1994
Policy Revised: June 22, 1995
Policy Revised: January 1, 2005

9. Administers the Environmental Quality Act compliance for the district including coordinating acquisition of the necessary federal and state permits involved in site acquisition and construction planning.
10. Works with the appropriate state, county and city agencies to coordinate school facility planning and represents the district at City Council, planning commission and other meetings.
11. Works with the district architect and Executive Director of Business Services in directing and coordinating construction activities and assists in planning for future building projects in the district.
12. Assists the superintendent in coordinating the district's facility planning needs with the North City West School Facilities Financing Authority.
13. Supervises the collection of developer fees for school facilities and assists the superintendent in preparing policies, procedures and agreements to mitigate the impact of new residential development projects insuring the district's capacity to house students.
14. Supervises the district's attendance accounting function, developing programs to maximize district ADA and provides forecasts of student attendance for budget and program development.
15. Serves on the district's team that negotiates with the classified employee association.
16. Serves as the district representative to the Joint Powers Authority for worker's compensation and liability insurance.
17. Administers the district's Risk Management Program and oversees the district's Safety Program.
18. Coordinates the preparation of the business services section of the Board of Trustees agenda and participates in all regular and special meetings of the Board of Trustees.
19. Maintains records and reports associated with all areas of responsibility.
20. Performs related duties as assigned.

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KNOWLEDGE AND ABILITIES:

- * Knowledge of personnel practices and procedures.
- * Knowledge of modern theories of management, including current principles of supervision and training.
- * Knowledge of state and local laws and procedures dealing with school facility planning.
- * Knowledge of the interpersonal and communicative skills necessary to deal with all levels of employees as well as public and private agencies involved in the planning process.
- * Ability to develop a close relationship with planners, consultants, and others who are responsible for ruling on district applications in the planning process.
- * Ability to analyze problems and involve staff in developing problem solving solutions to such problems.
- * Ability to develop and present staff development programs.
- * Ability to supervise the work of others while maintaining an effective working relationship with those contacted in the course of work.

LICENSE:

Possession of a valid California driver's license.

EDUCATION AND EXPERIENCE:

A bachelor's degree in management, business, public administration, or a related field. A master's degree is desirable or additional graduate level course work in business or public administration is required. Experience in school district business operations and in working with individuals and groups, both inside and outside the district, in the planning process. Supervisory level experience or training in the management of people; responsible personnel management experience and training.

WORKING CONDITIONS:

Typical office environment.

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