

# **DELANO UNION SCHOOL DISTRICT**

## **Assistant Superintendent of Business**

### **Brief Description of Position**

The Assistant Superintendent of Business is responsible for directing and administering the business affairs of the approximately 7,200 student (K - 8) elementary school district. The successful candidate will have responsibility for the Business Services Division, which includes budget and accounting, technology, food services, purchasing, assets, benefits administration, and mandated costs.

### **Administrative Relationships**

1. Directly responsible to the Superintendent.

### **Qualifications**

1. A bachelor's degree or equivalent training in Business, Public Administration or a related field.
2. A minimum of five years of successful experience in school business.
3. An understanding of business management principles and processes, including budget preparation and control.
4. Knowledge and practice of accounting, business administration, budgetary, auditing, and fiscal management with emphasis on school or governmental operations.
5. An ability to lead, plan, direct and evaluate the work of others.
6. An ability to write and verbally present clear and concise management, financial and related reports.

### **Certificated**

1. Administrative credential.
2. Training and experience in contract administration and negotiations.
3. Training/experience in all matters relating to business, finance, facilities and school construction.
4. Master's Degree minimum.

### **Classified**

1. Supervisory experience.
2. Training and experience in contract administration and negotiations.
3. Training/experience in all matters relating to business, finance, facilities and school construction.
4. AA degree plus additional related training and education.

### **Duties and Responsibilities**

1. Supervises, directs and coordinates all district business.
2. Supervises the purchase, storage, and distribution of all supplies and equipment.
3. Assists the Superintendent in developing new plant facilities and in the maintenance and operation of all school plants as well as the food services plant.
4. Provides supervision of all contracts and business transactions of the District.
5. Administers the use of school facilities under provisions of the Civic Center Act in keeping with adopted policies.
6. Supervises the transportation of students and use of District transportation facilities.

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#### **Duties and Responsibilities Continued**

7. Prepares for and conducts all school bond elections.
8. Supervises and directs the Maintenance Department and its system of records.
9. Secures legal interpretation on all District business issues.
10. Prepares financial and business reports as requested.
11. Prepares and administers the budget under the direction of the Superintendent.
12. Establishes and maintains complete accounting systems for general and specific funds including student body, funds, school properties and attendance.
13. Makes recommendations to the Superintendent regarding employees in his/her division, including appointments, duties, salaries and other matters affecting their employment and services.
14. Performs other duties assigned by the Superintendent.

#### **Personal Characteristics**

1. Exhibit strong interpersonal relationship skills. Can facilitate the development of the District vision which enhances unity of purpose, appreciates unique need of individuals, schools, and promotes success for all children.
2. Has willingness to listen and be open to new ideas.
3. Has the ability to make sound, difficult decisions and to accept the responsibility for those decisions.
4. Sense of humor and high degree of flexibility also strongly desired.