

## Sweetwater Union High School District

### ASSISTANT SUPERINTENDENT OF BUSINESS SERVICES

#### Purpose Statement

The job of Assistant Superintendent of Business Services is done for the purpose/s of managing the planning, implementation, development, direction, assessment and evaluation of the districts operations and related business activities; managing and monitoring assigned district components; providing support to the Superintendent, Board of Trustees and district administration as needed and/or assigned.

#### Essential Functions

- Oversees and evaluates administration of assigned departments for the purpose of ensuring effective delivery of services to schools, departments and the community.
- Assists the Superintendent, Board of Trustees and district administration for the purpose of formalizing long-range facilities plans, evaluating available resources, funding mechanisms and projecting enrollment trends.
- Oversees the preparation and presentation of studies, analyses and reports concerning assigned district component areas for the purpose of conveying information on issues that are critical to effective decision-making by the Board of Trustees, Superintendent, staff, administrators and/or the public.
- Oversees the following departments and/or functions: planning and construction, maintenance department (custodial, maintenance and landscaping {non-site supervised}), nutrition services, transportation services, real estate, property management, and security.
- Administers various funds related to assigned district components for the purpose of ensuring their accuracy, integrity, availability for authorized use and conformance to applicable statutes.
- Assists the Director of State and Federal Programs with charter school related tasks.
- Prepares financial projections for the purpose of determining the budgets necessary to carry out the facility and business/operations master plans.
- Prepares applications to State and other funding agencies for the purpose of initiating facility construction, upgrade and repair projects.
- Coordinates the analysis of sites, the acquisition of property and the development of designs and plans for the purpose of carrying out the District's facilities master plan.
- Works with the Acting Superintendent in the absence of the Superintendent for the purpose of reacting to issues, assessing needs and solving problems in ways that meet district goals while maintaining a safe, healthy and legally compliant educational environment.
- Performs a variety of personnel functions (e.g. interviewing, hiring, evaluating, training, staffing, scheduling, supervising, etc.) for the purpose of providing efficient departmental operations throughout the District.
- Manages the district real estate program and plans, including the existing leases, purchase agreements, and excess property utilization. Collaborates with the district general counsel in presenting the same to the Board of Trustees and Superintendent.
- Coordinates information sharing and decision-making processes with various internal and external parties (especially principals) for the purpose of ensuring a smooth and transparent business division functions.
- Presents information on a wide variety of assigned issues for the purpose of conveying information and moving district goals forward in an effective, efficient and legally compliant manner.
- Represent the district to the Office of Public School Construction, the State Department of Education, the County Office of Education and with other agencies for the purpose of presenting, garnering support for and gaining funding and approval for, and tracking applications for documentation necessary to obtain State approval and funding.

- Researches laws, regulations, legislation and policies for the purpose of assessing their potential impact on district operations, for recommending appropriate revisions to District policies and procedures and for assisting other staff in coordinating the updating and maintenance of appropriate Board of Trustees policies and regulations.
- Facilitates meetings for the purpose of receiving and conveying information and supporting the district's position on assigned issues.

#### **Other Functions**

- Performs other related duties, as assigned by the Superintendent, for the purpose of ensuring an efficient and effective work environment.

#### **Job Requirements: Minimum Qualifications**

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating standard office equipment; using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform leadership functions over a variety of diverse departments, speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: state, federal and local codes and regulations and district policies; principles and techniques of public budget preparation and administration; and safety practices and procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; and evaluating programs, services and employees.

##### **Responsibility**

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and supervising the use of funds for multiple departments. 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.

##### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

**Education/Experience**

Bachelor's degree from an accredited college or university with major course work in a field that prepares the Assistant Superintendent to lead a diverse group of departments and functions, including, but not limited to business or public administration or related field. A Master's degree is desirable. Six years of progressively responsible senior management experience, preferably in a comparable size municipal or education institution.

**Required Testing**

None Specified

**Certificates**

None Specified

**Continuing Education/Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance

Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." *SUHSD Board Policy 0410*

*Management Job Description  
Adopted by BOT 04/27/15*