

STOCKTON UNIFIED SCHOOL DISTRICT

CHIEF BUSINESS OFFICER

DEFINITION

Under the leadership of the Superintendent, the Chief Business Officer will serve on the Superintendent's Executive Cabinet, and will lead the Business Services division, including, information services, food services, purchasing, warehousing, risk management, budget, accounting, payroll, , transportation and facilities. The CBO is responsible for the leadership, planning, organization, administration and supervision of the activities of the Business Services Division and performs a variety of administrative and specially assigned duties.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification but, are intended to accurately reflect the principle job elements). Duties may include, but are not limited to the following:

Serves as the District's Chief Business Official E

Responsible for administration and operation of all business and financial and facilities of the District, including accounting, accounts payable, budget, distribution services, fiscal projects, risk management, charter schools, insurance, inventory, payroll, purchasing, maintenance, operations, food services, transportation and facilities

Budget preparation and monitoring and other relevant aspects of public school financial management E

Administering and maintaining agreements, contracts, leases, and property control E

Managing the self-funded Workers' Compensation and other insurance programs of the District; assuring proper coverage of the District's risks, including property and personnel, in a partially self-funded environment E

District: assuring proper coverage of District's risks, including property and personnel, in a partially self-funded environment

Recommending changes in organization, procedures and policies E

Analyzing requirements for a variety of reports; interpreting and applying laws, rules, regulations, contracts, union agreements, labor codes, and state Education Codes E

Meeting with District administrators, consultants, and the public concerning school business matters

Preparing Board items and attending meetings of the Board of Education E

Reviewing, inspecting, and evaluating work performed by administrative and supervisory personnel immediately under his or her direction E

Assisting and representing the District in the area of community relations

Playing a key role in developing District's position in collective bargaining E

Ensuring compliance with local, state, and federal laws and regulations E

Serving as the Superintendents' designee for various Joint Powers Authorities and committees E

Serving as District representative at various meetings, seminars, workshops, and conferences as required

QUALIFICATIONS

Knowledge of and/or the Ability to:

- Develop long range facility plans for district school sites
- Laws, rules, and guidelines affecting the administration of a public school districts business services division
- Principles and practices of public school district business, management and organization
- Facilities planning, construction, and financing
- Budget, accounting, payroll, purchasing, warehouse, transportation, safety, risk management, food services, information and technology services
- Collective bargaining agreements
- Exemplary communications skills that will demonstrate ability to write and verbally present clear and concise management, finance, and related reports
- Provide guidance, support and training for staff member

Education and Experience:

- Any combination of education and experience equivalent to a master's degree in business or public administration from an accredited institution
- A minimum of five (5) years' school district experience, preferably in an agency with an enrollment of 10,000 students or more
- Successful experience in planning, organizing, and directing a broad management program, with leadership in and responsibility for multiple department, such as risk management, charter schools, accounting, budgeting, purchasing, warehousing, facilities, food services, technology, and transportation

Physical Demands

Employees in this position must have/be able to:

- Enter data into a computer and operate standard office equipment
- See and read a computer screen and printed matter with or without visual aids
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Sit for extended periods of time
- Stand/walk for extended periods of time
- Bend at the waist; reach overhead, above the shoulders and horizontally, grasp, push/ pull
- Lift and/or carry up to 25 lbs at the waist for short distances

Salary Placement:

Management Team Salary Schedule

Tier 8, Range 02

12-month work year

Board Approval: 03/12/14