

EXECUTIVE DIRECTOR, BUSINESS SERVICES

DEFINITION

Responsible for the development, planning, organization, administration, and supervision of the activities of the Business Services Division and performs a variety of administrative and specially assigned duties.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Chief Business Officer. Exercise direction and supervision over the management and classified personnel within the Business Services Division, which includes:

- Accounting
- Accounts Payable and Receivable
- Budget Development
- General Ledger
- Payroll
- Purchasing
- Warehouse

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:

Develop and maintain Business Services under the provisions of school law and District Administrative Rules and Regulations. *E*

Administer the preparation of the budget development and implementation.

Develop, evaluate and make recommendations to the Superintendent regarding administrative policy governing the operation of Business Services. *E*

Provide general guidance, resource support and training for staff members.

Confer with the Superintendent and local, state and federal governments, and administrative staff in the process of performing the various Business Services functions. *E*

Provide evaluations on Business Services functions, making and implementing improvement of services.

Develop, maintain and implement fiscal budgetary control systems for all District funds. *E*

Administer property control.

Administer school district elections.

Cooperate with Human Resources Services Department regarding personnel matters such as staffing allocation, recruitment, transfers, disciplinary action, etc. *E*

Serve as a member of the Superintendent's Cabinet.

QUALIFICATIONS

Knowledge of:

- Laws, rules and guidelines affecting the administration of a public school district's business services division
- Principles and practices of public school district business, management and organization
- Budget, accounting, payroll, purchasing, warehouse, transportation safety, risk management, food services, information services and facilities services
- K-12 instructional programs
- Collective bargaining and employee/employer contracts
- Excellent oral and written communication skills

Ability to:

- Plan, develop, coordinate and direct a variety of complex technical operations involving efforts of multiple specialized units of a broad business for a large school district
- Ensure that all business services activities are carried out in compliance with state and federal regulations
- Collect, interpret and analyze complex technical data as well as identify potential problems, evaluate alternative solutions, and prepare sound recommendations
- Establish and maintain effective working relationships with others
- Express oneself clearly and concisely, both orally and in writing
- Make effective public presentations of program information

Education and Experience:

Any combination of education, training and experience equivalent to:

- Bachelor of Art degree from an accredited college or university is required in finance, business administration or a related field or the equivalent experience in school district financial operations.
- At least seven (7) years of experience in an administrative capacity having demonstrated success in performing responsible financial and budgetary duties, preferably in a large school district, municipal agency or large organization
- Master of Arts degree is preferred

License or Certificates:

- Possession of valid California driver's license

Environment

- Office environment

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bend at the waist.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Salary Placement:

Range 62

Management Team

12-month work year

08/01/05, Updated: 07/01/07, 05/30/08, 5/15/12