

JOB DESCRIPTION

Title:	Chief Business Officer – (Classified)	Reports To:	Superintendent of Schools
Department:	Business Services	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
Hours:	Full-time	No. of Work Days:	261 Days
FSLA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Executive Cabinet <input type="checkbox"/> Principal/Assistant Principal <input type="checkbox"/> Certificated District Office Management <input type="checkbox"/> Classified District Office Management <input type="checkbox"/> Certificated Coordinator <input type="checkbox"/> Classified Coordinator <input type="checkbox"/> Occupational Therapist <input type="checkbox"/> Psychologist/Behavioral Specialist </div> <div style="width: 35%;"> <input type="checkbox"/> Confidential <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860 </div> </div>		

GENERAL SUMMARY OF DUTIES:

Directly responsible to the District Superintendent. Under general direction: leads, plans, organizes, directs, controls, and coordinates the Business Services Division. The Business Services Division includes: fiscal services, human resources, nutrition services, transportation, maintenance and operations, facilities planning, construction, information technology, and risk management.

DUTIES OF THE JOB:

- Assure that the District's financial records are accurate and in compliance with county, state, and federal legal requirements and auditor guidelines. *E*
- Provide direction, supervision, organization, systems development and monitoring of: *E*
 - The District's budget, accounting, payroll, warehousing, purchasing, inventory control.
 - The District's maintenance, custodial and grounds functions.

**E – Essential Functions*

- The data processing equipment and software systems affecting Business Services.
- The District's Information Technology Department.
- The District's food service program.
- The District's human resources department.
- Coordinate, process, and control transfers of budgeted funds when requested by program Directors or Assistant Superintendent(s). *E*
- In coordination with the Facilities Administrator, review and approve for payment bills submitted by building contractors, testing laboratories, consulting engineers, and surveying firms. *E*
- Serve as a member of Superintendent's Cabinet, Principal's Cabinet, District Management Team, and District Negotiation Team. *E*
- Attend Board meetings and prepare such reports for the Board as the Superintendent may request. *E*
- Coordinate the annual budget priority process as requested by the Superintendent and/or the Board. *E*
- Implement capital improvement projects; establish schedules and prepare reports as appropriate. *E*
- Cause appropriate monitoring, investigating reporting about workmanship or materials in new construction projects not under the supervision of the Facilities Administrator. *E*
- Prepare analyses of program costs and methods of financing, including long-range financial projections. *E*
- Work with site administrators in the development of individual budgets, control of expenditures, and interrelated internal accounting controls with schools, school clubs, or other organizations involved in financial activities with the school district; take the lead in developing improvements in the financial management of the school system, including budget methods, format, and presentation. *E*
- Prepare and administer the budget for maintenance, grounds, security and custodial supplies and equipment. *E*
- Develop budget guidelines, coordinate preparation of the budget, and assist key administrators in review of the budget. *E*

**E – Essential Functions*

- Arrange for audits of all accounts and records annually by an independent, certified public accountant selected by the Board. *E*
- Make a full and complete itemized report of the finances of the District to the Board, as required by law, throughout the year. *E*
- Supervise clerical aspects of all insurance matters, such as maintenance of policy registers, premiums, claims, and other aspects as necessary. *E*
- Arrange for and supervises preparation, publication, and distribution of budgets as approved by the Superintendent and the Board. *E*
- Prepare financial reports and cost studies (keeping time frame for deadlines on special reports) related to the school district budget or other financial affairs of the District. Prepare confidential reports for negotiations. *E*
- Assist in the execution of the enacted budget, including the recommendation of administrative controls where required or necessary. *E*
- Develop policies and administrative regulations in the area of responsibility. *E*
- Serve as the manager of the District's risk management (insurance), safety, and security systems programs. *E*
- Responsible for compliance with federal, state, and District regulations in areas of responsibilities. *E*
- Interpret District policies and administrative regulation regarding administrative matters, including mitigation measures. *E*
- Provide leadership and district supervision of the Director of Maintenance, Operations and Facilities, Director of Food Services and the Maintenance Supervisor. *E*
- Assume responsibility for budget development; long-range financial planning; and the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the Board. *E*
- Prepare analyses of budget request and program proposals. *E*
- Assume responsibility for the comprehensive overall planning and scheduling of the custodial, maintenance and repair, grounds keeping, and security requirements of the District. *E*
- Receive and maintain insurance policies secured by contractors, and verify appropriate coverage for public liability, property damage, fire, and worker's compensation. *E*

**E – Essential Functions*

- Coordinate student data management system to provide average daily attendance and all state and federal reporting requirements. *E*
- Maintain liaison with governmental agencies having jurisdiction over or providing services to school buildings. *E*
- Perform other related duties as assigned by the Superintendent. Maintains a safe and clean work area for occupants and workers.
- Participate in the district recycling efforts.
- May be required to perform duties outside the above job description in emergency situations.

EDUCATION AND EXPERIENCE:

- Five (5) years of responsible accounting, budget development and financial record management and reporting experience, including minimum of three years in an educational organization management or supervisory capacity;
- Demonstrate experience in the areas of budget development and control, payroll systems, accounting systems, purchasing procedures, warehouse inventory and control;
- Good exposure to data processing systems, maintenance and operation systems, and food service programs;
- Good grasp of facilities planning and construction programs;
- Good understanding of certificated and classified practices;
- Possession of exemplary personal qualities and human relation skills essential to a highly visible leadership position; possession of a high degree of judgment, strategy, and diplomacy in dealing with a variety of people;
- Have an entrepreneurial attitude; possess a high level of ethics, integrity and honor;
- B.S. in Business Administration or related field; Masters Degree; CPA certification; CBO certification preferred.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Data processing hardware and software systems;
- Budget development and control methods;
- Methods of calculation of District revenue from local, state, and federal sources of income;
- Audit systems and procedures;
- Certificated and classified payroll systems;
- Accounting systems and procedures;
- Bid purchase systems and procedures;
- Duplicating equipment and processes;
- Transportation staffing;
- Scheduling and routing systems and procedures;
- Transportation equipment and repair;

**E – Essential Functions*

- Maintenance and repair of District facilities and equipment;
- Health, life, liability and disability insurance programs;
- Food service programs;
- Facilities planning and construction;
- Student enrollment protection methods;
- Principles of training, employee evaluation, collective bargaining and employee relations;
- Planning, organization and direction of human resource services;
- Personnel systems and procedures for staffing;
- Organization and direction of technology related services;
- Familiarity with current computer software, technology, and technology infrastructure needs as they relate to operations.

ABILITY TO:

- Write clear and concise letters and reports;
- Make presentations in a clear manner;
- Communicate effectively with subordinates, peers, members of the Cabinet, Superintendent, Board of Trustees, and the community;
- Represent the District to the community in a professional manner;
- Analyze complex situations and develop straightforward solutions that are easily understood;
- Direct and evaluate assigned personnel in a fair professional and effective manner;
- Establish and implement realistic goals and provide leadership and guidance to assigned personnel for the accomplishment of District goals;
- Interpret and apply policies, rules, and regulation of the District to state and federal government agencies.

PHYSICAL REQUIREMENTS:

Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4).

Activity	Frequency		Activity	Frequency
Bend	1		Lift/carry 0-10 lbs	2
Twist	1		Lift/carry 11-25 lbs	2
Squat	1		Lift/carry 26-40 lbs	1
Kneel	1		Lift/carry 41-100 lbs	1
Climb	1		Stand	2
Reach above shoulder	1		Walk	2
Grip/Grasp	2		Sit	3
Extend/Flex Neck	1		Drive	2
Use Right Hand	2		Perform Repetitive Hand Motions	3
Use Left Hand	2		Keyboarding/Mouse Work	3
Ability to See	4		Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation, or sex.