

MT. DIABLO UNIFIED SCHOOL DISTRICT

CHIEF BUSINESS OFFICER

JOB SUMMARY:

Under the direction of the Superintendent, plan, organize and administer the successful implementation of the Business operations of the District; assure the District is financially stable; contribute to the strategic direction of the District in carrying out the District's mission, goals and objectives; supervise and evaluate the performance of assigned personnel.

ESSENTIAL FUNCTIONS

- Plan, organize and administer the successful implementation of the Business operations of the District; contribute to the strategic direction of the District in carrying out the District's mission, goals, and objectives.
- Provide leadership and direction for the Business Services functions including but not limited to budget development, control and long-range Financial Planning; Payroll; Maintenance and Operations; Information Systems; Purchasing and Warehousing; Transportation; Child Nutrition Services; Print Shop; Construction; Land Acquisition, asset management and financing mechanisms; risk management; real estate and insurance programs.
- Meet with Division directors and establish goals; monitor goals progress; coordinate interdepartmental projects; support departmental efforts.
- Meet with the Superintendent and Cabinet to develop goals, participate in the formation of recommendations for Board policies, and provide direction and leadership for the overall District; attend Board meeting, prepare materials and make presentations as required; follow-up on Governing Board issues as appropriate.
- Oversee development of the annual District budget; monitor income and expenditures; direct the development of financial reports as required for all funds; prepare budget recommendations for the Governing Board; maintain current knowledge of fiscal-related issues.
- Supervise and evaluate assigned staff; participate in the evaluation of personnel in areas of responsibility; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; manage personnel-related issues in the Division.
- Serve as member of the District's negotiating team.
- Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; participate in the formulation and development of fiscal policies, procedures and programs.
- Communicate with other administrators, District personnel and outside organizations to coordinate activities and program.

- Operate a computer, applicable software and other office equipment.
- Attend a variety of local, City, County, State and Federal meetings as assigned; attend conferences and workshops; make presentations and conduct assigned meetings.

OTHER DUTIES

- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Administration of Business Services Division

- School Business management including Fiscal Services, Facilities, Maintenance & Operations, Transportation, Child Nutrition, Purchasing, Warehousing, Equipment Inventory and others as assigned.
- Applicable laws, codes, regulations, policies and procedures affecting school business operations.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Plan, organize, and administer the successful implementation of the Business operations of the District.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan, organize and direct complex projects.
- Resolve complex organizational problems.
- Provide creative and effective solutions for meeting the financial needs of the District.
- Supervise and evaluate the performance of assigned staff.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Operate a computer and assigned software.
- Direct the maintenance of a variety of reports and files related to assigned operations and activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

- A bachelor's degree in Business Administration, Public Administration or related field and eight (8) years increasingly responsible experience in school Business Administration.
- Master's degree preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Maintain qualification for automobile insurance coverage.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard and standard office equipment.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending at the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulder and horizontally.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

DMA Salary Schedule Range 47

Approved by the Board of Education: _____