
Position:	Associate Superintendent, Administrative Services	FLSA:	Exempt
Department/Site:	Administration	Salary Schedule:	Admin. Management
Reports to/Evaluated by:	Superintendent		

SUMMARY

Under administrative direction, the purpose of the position is to ensure that district wide processes and procedures are integrated and implemented consistently in the areas of Administrative Services. Plans, directs, administers, and controls the administrative affairs of the District. Manages the financial resources available to the District in a manner leading to a maximization of resources devoted to provision of educational services. Provides leadership and support for developing, implementing and monitoring the District budget. Integrates business and administrative support functions such as Finance and Accounting, Human Resources, Risk Management, Purchasing, and Information Technology.

DISTINGUISHING CAREER FEATURES

This position is effectively the Chief Financial and Administrative Officer of the District, responsible for integrating a complex array of services that support the delivery of education. Under the general direction of the Superintendent, this position is regularly involved in developing strategies and action plans for effective use of funds and other resources to assure viable operations of the District. The position is in continuous and high level contact with other administrators, advisory boards, and external agencies to accomplish the objectives of the position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Administers Administrative Services policies to promote and facilitate the accomplishment of School District goals and objectives; assists in the development, evaluation and implementation of policies and procedures; ensures all appropriate measures are in effect for all services; identifies organizational strategies to promote effective use of district resources.
- Serves on Superintendents cabinet; provides; directs the development, interpretation and administration of all policies and regulations consistent with current legal and regulatory provisions.
- Attends Board meetings and prepares and presents such agendas and reports for the Board as the Superintendent may request.
- Serves in the absence of the Superintendent as the Chief Administrative Officer of the District.
- Oversees District’s real property acquisitions, including coordination with City, County and State agencies; oversees funding of school facilities program; negotiates contracts for purchase and sale of property for the construction program, e.g., Bond, elections, refunding and management of Bonds.
- Conducts staff meetings, trainings and disseminates information to interpret changes and additions to Board policies or administrative regulations, and to discuss trends, developments and legal requirements in education as they pertain to the School District.

- Consults with staff members about school and department problems regarding personnel and the implementation of Board policies and administrative regulations.
- Administers all School District elections, legal relationships, consultant and other contractual agreements.
- Supervises the work of the Assistant Superintendent for Business Services and Assistant Superintendent for Facility Services in all aspects of the District's business operations.
- Acts as official designee of the Superintendent at appropriate stages of the grievance procedure.
- Serves as the Board's representative and spokesperson in meet and confer sessions with employee organizations, and in negotiating sessions with employee exclusive representatives.
- As directed by the Superintendent, serves as the District's contact with area legislators and other legislative and government officers.
- Performs other tasks as assigned by the District Superintendent that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires advanced understanding of modern business management for non-profit entities, including the principles and practices associated with integrating related, yet dissimilar business functions. Requires in-depth knowledge of the regulations governing finance and operations within a large school District, including the California Education Code. Requires skill at solving complex problems that involve consideration of tradeoffs, risks, and effects on services and people. Requires sufficient language and human relation skills to prepare extremely complex and decisive reports, to prepare and deliver formal presentations to large and diverse audiences, to complete difficult negotiations, and to build productive and effective work teams. Requires sufficient math skills to read and interpret financial statements, perform risk-return analysis, and prepare financial and statistical reports.

Abilities: Requires the ability to carry out the duties of the position and accomplish its objectives. Requires the ability to integrate a wide variety of sub-functions. Requires the ability to organize, train, direct, and motivate staff to achieve high levels of productivity. Requires the ability to optimize the financial performance of the District and seek outside funding resources. Requires the ability to make formal presentations to large, diverse, public audiences. Requires the ability to perform long range planning. Requires the ability to solve complex problems requiring considerations of short and long range implications.

Physical Abilities: Requires ambulatory ability to move to different offices and locations. Requires sufficient visual acuity to recognize words and numbers. Requires speech and auditory abilities to carry on conversations in large audience, personal, and phone conversations.

Education and Experience: Master's Degree in business, public administration, or education administration; supplemented by eight (8) years progressively responsible experience in financial management and oversight of business services. Additional experience may substitute for advanced degree requirement. Experience in a school setting either at the District office level or school site administration is highly preferred.

Licenses and Certificates: A valid driver's license. A CPA Certificate is desirable.