

ASSISTANT DIRECTOR OF BUSINESS SERVICES

JOB SUMMARY

Under general direction, assists in planning, organizing, and directing a major segment of fiscal, operations, and/or risk management activities of the Office of Business Services; performs related work as required.

ESSENTIAL DUTIES

- Assists in planning, organizing, and directing business office functions such as fiscal management, operations management, or personnel/business coordinated operations.
- Participates in the planning, development, and control of the district's budget or sub-budgets.
- Conducts studies and analyses of fiscal/operating programs and techniques and develops and presents recommendations and reports.
- Selects, trains, directs, coordinates, and evaluates assigned staff.
- Serves as a member of the business management team to develop systems for accounting, finance budget, and/or reporting functions of the district.
- Assists auditors and serves as district liaison during annual fiscal reviews.
- Cooperates with other members of the administrative staff in the development of policies and programs and in solving problems as they relate to financial compliance and/or business operations.
- Works on special projects as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from an accredited college with specialization in business administration, public administration, school administration, or a related field and three years of supervisory experience in a large public or private organization. Certification in School Business Administration is desired.

KNOWLEDGE AND ABILITIES

Knowledge of:

- School business management.
- Effective fiscal management, including school budget preparation and reporting requirements.
- Information systems management, including maintaining currency and adapting to changing technology while accommodating the needs of the district.
- Effective techniques for building maintenance and operation, purchasing, insurance and contracts, staff development and personnel administration.
- Employee benefits and workers' compensation programs and operational procedures.
- Related computer software programs.

Ability to:

- Plan, manage, and coordinate staff performing a variety of functions.
- Instruct, train, and supervise personnel in accounting/fiscal procedures, information systems management, building maintenance and operations, and/or risk management.
- Prepare accurate reports.
- Read and interpret government codes.
- Communicate effectively.
- Establish and maintain cooperative and effective working relationships.

LICENSE: Must possess and maintain a valid California Class C Driver License and remain insurable at the standard insurance rate.

WORKING CONDITIONS & PHYSICAL CHARACTERISTICS: Office environment involving sitting for extended periods of time, walking/standing on hard or carpeted floors, carrying moderately heavy materials, dexterity to operate office equipment, including keyboard and 10-key. Requires vision to read computer screen and complex written reports and materials; hearing and speaking to exchange information in person and by telephone; mental skills to resolve complex problems, prepare and present complex reports, and make independent decisions while meeting accuracy and productivity requirements.