

OXNARD UNION HIGH SCHOOL DISTRICT

ASSISTANT SUPERINTENDENT-BUSINESS SERVICES

BRIEF DESCRIPTION OF POSITION:

Under the supervision of the District Superintendent, plans and directs the business services of the district, administers the support services of maintenance, operations, transportation, nutrition services and related services.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Finance

1. Directs budget preparation, proper distribution of funds and reporting.
2. Directs budget control effort.
3. Provides periodic status reports of all budget categories as needed.
4. Maintains yearly reports on items added to and/or items eliminated from the budget.
5. Provides for outside audit of all district funds.
6. Ensures proper attendance accounting procedures are in place with the assistance of the Director of Fiscal Services.
7. Advises staff regarding additional funding sources available to the district and pursues such sources as directed.
8. Stays current with legislation related to areas of responsibility.
9. Establishes communications network of individuals at Federal, State, and local levels.

B. Insurance

1. Recommends coverage, programs, and companies for district insurance coverage.
2. Directs the filing of all accident reports and claims with proper agencies.
3. Represents the district with insurance attorneys defending district suits and claims.
4. Represents the district in joint powers insurance agency.

C. Facilities

1. Plans for the facilities needs of the district including site acquisition and new construction programs in coordination with city, county and state master plans and regulations.
2. Prepares contracts for architects, contractors and inspectors.
3. Sets standards for and directs the program of plant maintenance and security.
4. Directs the program of plant operations and upkeep, together with the improvement and modernization of facilities.
5. Represents the best interests of the district in responding to E.I.R. and development plans.

D. Services

1. Directs and supervises_the maintenance & operations program with the assistance of the Director of Maintenance and Operations.
2. Directs and supervises_the transportation program with the assistance of the Director of Transportation.
3. Directs the Nutrition Services program with the assistance of the Director of Nutrition Services.
4. Directs the districts efforts related to its facilities with the assistance of the Director of Facilities.
5. Directs the Fiscal operations of the district with the assistance of the Director of Fiscal Services.
6. Oversees the purchasing in the district with the assistance of the Director of Purchasing.
5. Interprets business services policies and procedures to staff and public.
6. Evaluates all business division services.

E. Other

1. Serves on Board's negotiating team.
2. Keeps informed of current trends, all legal interpretation and current legislation affecting the business division.
3. Visits school sites on a regular basis.
4. Coordinates the evaluation of all personnel within the business division.
5. Other duties as assigned.

REQUIREMENTS:

WORK YEAR: 225 days

EDUCATION: B.A. or B.S. Degree with specialization in accounting, business management, educational administration or related field.

EXPERIENCE: Three years of progressively responsible financial management experience and oversight of diverse services related to school business administration. Experience in a California school district is preferred.

SALARY: Management Salary Schedule.

Adopted: 2-12-86

Revised: 7-22-92

Revised: 8-20-03