

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

<b>TITLE:</b>	Chief Business Officer	<b>CLASSIFICATION:</b>	Non-Represented Management – Superintendent’s Cabinet, Classified
<b>SERIES:</b>	Chief Officer	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	4935	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Business Services	<b>SALARY:</b>	Range 36 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	10-05-98
		<b>BOARD REVISION:</b>	04-03-00
		<b>HR APPROVAL:</b>	09-01-11, 02-11-15

**BASIC FUNCTION:**

Plan, organize, control, direct, and administer the successful implementation of the District’s financial and business operations; implement programs to assure the financial stability of the District; develop and administer financial plans and budgets; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies, and procedures.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Provide leadership and direction to fiscal and business services including budget administration, accounting, audit services, grant and categorical funding, general liability, purchasing, nutrition services, worker’s compensation, payroll services; employee benefits; warehousing and delivery, and student transportation; provide for cost management and cost analysis. **E**

Direct, oversee, and monitor financial and strategic planning to assure fiscal integrity and accountability for the District and meet the needs of students; develop and recommend fiscal measures to enhance resources; assist the District in complying with established educational goals and objectives. **E**

Develop and administer the annual budget for assigned areas and the District as a whole; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established fiscal guidelines; assure compliance with state, federal, and local agency requirements. **E**

Provide leadership and direction in working with principals, staff, parent groups, and community to read and understand fiscal data including financial reports. **E**

Provide technical expertise, information, and assistance regarding assigned financial and business operations; formulate and develop policies, procedures, and programs to assure effective management controls. **E**

Plan, organize, and control expenditures for conformance to budget, accounting standards, and funding guidelines for District programs and funds. **E**

Develop and implement long and short-term plans and activities to meet both educational and financial goals of the District, including prioritization of resources; analyze the District’s financial position, and develop recommendations for immediate and long-range financial management. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Direct the preparation and maintenance of a variety of narrative, financial, and statistical reports, records, and files related to Administrative Services program, projects, budgets, contracts, funds, accounts, services, revenue, expenditures, personnel, and assigned duties; develop and prepare a variety of financial and administrative reports for state, federal, and internal reporting requirements; direct or conduct special studies; operate a computer. **E**

Attend and conduct a variety of meetings as assigned; establish and maintain relations/memberships with local, state, and federal agencies and associations to remain current on programs and issues that affect business and financial duties. **E**

Provide advice and counsel to the Superintendent, Board of Education, and District staff on matters pertaining to assigned areas of responsibility; prepare reports and recommendations for the Superintendent and the Board of Education, including comprehensive financial data covering all aspects of school finance; advise the Superintendent of business and financial trends or problems, and recommend appropriate corrective action. **E**

Conduct financial analyses, and provide financial data as required for District negotiations; participate in the negotiation process with employee groups when needed; prepare and certify the District's public disclosure, as required by law, on all collective bargaining agreements before they are approved by the Board of Education. **E**

Attend meetings of the Board of Education; present and interpret financial impact of proposals as necessary. **E**

Communicate and collaborate with other District administrators, District personnel, outside organizations, public entities, contractors, the community, and various local, state, and federal agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information; propose, as needed, and monitor District standards of business and financial ethics and professionalism. **E**

Keep current on all laws, rules, regulations, and interpretations of law regarding school finance, fiscal reporting requirements, mandated changes, and District entitlement to federal, state, and local monies; participate in the development of legislation affecting school finance and business management; modify programs, functions, policies, regulations, and procedures to assure compliance with local, state, and federal requirements as appropriate. **E**

Supervise, evaluate, and hold accountable the performance and professionalism of assigned staff; interview and select employees, and recommend transfers, reassignments, terminations, and disciplinary actions; plan, coordinate, and arrange for appropriate training of assigned staff. **E**

Serve as a member of the Superintendent's Cabinet; attend or participate in required district, Board of Education, and committee meetings, and other activities deemed necessary by the Superintendent. **E**

Perform related duties as assigned.

#### **TRAINING, EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master's degree in finance, business or public administration, accounting, finance, or related field, and seven years increasingly responsible fiscal and business management or supervisory experience in a school system.

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license; provide personal automobile and proof of insurance.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Planning, organization, control, direction, and administration of the financial and business operations of the District.  
Federally accepted categorical and general fund guidelines and requirements.  
Generally accepted accounting and auditing principles, practices, and procedures.  
State and federal regulations for financial management of a public school district.  
Existing and pending legislation related to school district budgeting activities.  
Financial analysis, accounting methods, and financial systems.

Business management principles and processes.  
 Cash management matters.  
 Preparation of comprehensive budget and accounting reports.  
 Budget preparation and control.  
 Applicable laws, codes, regulations, policies, and procedures.  
 School district organization, operations, and objectives.  
 Interpersonal skills using tact, patience, and courtesy.  
 Effective oral and written communication skills.  
 Principles and practices of management, supervision, and training.  
 Evaluation approaches, strategies, and techniques.  
 Operation of a computer and related software.

**ABILITY TO:**

Plan, organize, control, direct, and administer the financial and business operations of the District.  
 Analyze financial data, and prepare reports and recommendations.  
 Develop, modify, and direct the implementation of budgetary control and accounting systems.  
 Critically evaluate financial performance.  
 Provide creative and effective solutions for meeting the financial needs of the District.  
 Review existing and pending legislation related to procedural guidelines and District budget program.  
 Maintain current knowledge of applicable provisions of applicable federal, state, and District laws, rules, and regulations.  
 Establish and maintain cooperative and effective working relationships with others.  
 Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
 Communicate effectively, both orally and in writing.  
 Interpret, apply, and explain rules, regulations, policies, and procedures.  
 Analyze situations accurately, and adopt an effective course of action.  
 Work independently with little direction.  
 Plan and organize work to meet schedules and timelines.  
 Prepare comprehensive narrative and statistical reports.  
 Supervise and evaluate the performance of assigned staff.  
 Operate a computer and related software.  
 Meet state and District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and prepare a variety of financial and statistical documents, records and reports; and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**SAMPLE HAZARDS:**

Contact with dissatisfied individuals.

**HEALTH BENEFITS:** District pays a portion of the employee’s health benefits through District-offered plans.

**APPROVALS:**

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Cancy McArn, Chief Human Resources Officer Date

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José L. Banda, Superintendent Date