

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Assistant Superintendent, Business Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Assistant Superintendent	FLSA:	Exempt
POSITION CODE:	9768	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 24 Salary Schedule A
REPORTS TO:	Chief Business Officer	BOARD APPROVAL:	08-21-00
		CABINET REVISION:	10-12-2020

BASIC FUNCTION:

Plan, organize, and direct the development of the District budget; develop and implement budgetary control procedures; and provide budgetary information to the Superintendent, Board of Education, and others as required.

REPRESENTATIVE DUTIES:

Prepare preliminary, tentative, and final adopted budgets annually; prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. **E**

Prepare forecast data, plan organize, and implement long and short-term programs and activities designed to enhance assigned budgets. **E**

Maintain close contact with District staff, the Budget Committee, community organizations, and employee organizations in budget development activities and changes in the budget; make available and disseminate relevant program and expenditure data and information to such groups and organizations. **E**

Conduct financial analysis and provide financial data as required for District negotiations. **E**

Insure accurate calculation of all non-categorical revenues for the District. **E**

Verify all departmental budgets submitted; monitor all District budgets to insure compliance with District policy, the Education Code, and county, state, and federal regulations. **E**

Develop management reports that clearly show program progress and problems for policy guidance and administrative control. **E**

Develop computational data for required governmental reports showing total District resources and expenditures. **E**

Analyze and define all District program and subprogram activities in order to develop budgetary information about the program. **E**

Direct, control, and monitor appropriate work flow, computer procedures, priorities, and work assignments to provide timely delivery of high quality services to staff, sites, and departments. **E**

Direct staff on all budgetary matters and other day-to-day activities. **E**

Train and supervise the performance of assigned staff. **E**

Oversee Budget and Nutrition Services departments and other staff as assigned. **E**

Manage, monitor, and direct position control; conduct regular reviews to ensure accuracy; coordinate with Human Resource, Employee Compensation, and Technology Services to ensure appropriate internal controls; and verify consistency and accuracy between the budget and position control. **E**

Assist in the development of Business Services operational procedures, rules, and regulations. **E**

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

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Business Services. **E**

Perform related duties consistent with the scope and intent of the position.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in public administration, business administration, or a related field, master's degree preferred but not required; and seven (7) years of progressively responsible budget and school business management, preferably in a public school system.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of budget development in a public school district.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of management.

Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

ABILITY TO:

Plan, organize, control, and direct the functions of budget preparation.

Provide technical information and assistance to others concerning budget preparation.

Communicate effectively both orally and in writing.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; and sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

(Former Classification Title: Director III, Budget Services)

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