

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>TITLE:</b>	Chief Business and Operations 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>	9791	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Business Services	<b>SALARY:</b>	Range 44 Salary Schedule A-C
<b>REPORTS TO:</b>	Deputy Superintendent	<b>BOARD APPROVAL:</b>	05-20-2021

**BASIC FUNCTION:**

Under the direction of the Superintendent, the Chief Business and Operations Officer plans, organizes, and administers the successful implementation of the business operations of the District; assures the District is financially stable; contributes to the strategic direction of the District in carrying out the District's mission, goals, and objective; and supervises and evaluates the performances of assigned personnel.

**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.)**

Provides leadership and direction for Business Services functions including, but not limited to, budget development, control, and long-range financial planning; payroll; maintenance and operations; information systems; purchasing and warehousing; transportation; child nutrition services; print shop; construction, land acquisition, asset management, and financing mechanisms; risk management; and real estate and insurance programs. **E**

Meets with division director to establish goals; monitors progress towards goals; coordinates interdepartmental projects; and supports departmental efforts. **E**

Meets with the Superintendent and Cabinet to develop goals, participates in the formation of recommendations for Board policies; provides direction and leadership for the overall District; attends Board meetings; prepares materials and makes presentations as required; and follows up on Governing Board issues as appropriate. **E**

Oversees development of the annual District budget; monitors income and expenditures; directs the development of financial reports as required for all funds; prepares budget recommendations for the Governing Board; and maintains current knowledge of fiscal-related issues. **E**

Supervises, evaluates, and hold accountable the performance and professionalism of assigned staff; participates in the evaluation of personnel in areas of responsibility; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; and manages personnel-related issues in the division. **E**

Serves as a member of the District's negotiating team. **E**

Provides technical expertise, information, and assistance to the Superintendent regarding assigned functions; participates in the formulation and development of fiscal policies, procedures, and programs. **E**

Communicates with other administrators, District personnel, and outside organizations to coordinate organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information. **E**

Attends a variety of local, city, county, state, and federal meetings as assigned; attends conferences and workshops; and makes presentations and conducts assigned meetings. **E**

Knowledge of school business management including fiscal services, facilities, maintenance and operations, transportation, child nutrition, purchasing, warehousing, equipment inventory, and others as assigned. **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**

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; and modify programs, functions, policies, regulations, and procedures to assure compliance with local, state, and federal requirements as appropriate. **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 consistent with the scope and intent of the position.

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

Any combination equivalent to: master's degree in finance, business or public administration, accounting, finance, or related field, and eight (8) years increasingly responsible experience in school business administration.

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

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

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

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

- Administration of the Business Services Department.
- Budget preparation and control.
- School business management including finance and others as assigned.
- Principles and process of administration, supervision, and training.
- 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.
- Cash management matters.
- Preparation of comprehensive budget and accounting reports.
- Oral and written communication skills.
- 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, and administer the successful implementation of the business operations of the District.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Plan, organize and direct complex projects.
- Evaluate situations accurately and adopt an effective course of action.
- Provide creative and effective solutions for meeting the financial needs 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.
- 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.
- Communicate effectively, both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- 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; and 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.

*(Former Classification: Chief Business Officer)*