

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Executive Director	REPORTS TO:	Assistant Superintendent/Chief Business Officer
DEPARTMENT:	Business Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	WORK YEAR:	225 Days
BOARD APPROVAL:	March 12, 2019	SALARY:	Range B; Tier IV Management Salary Schedule

SUMMARY DEFINITION: Under the general supervision and direction of the Assistant Superintendent/Chief Business Officer, provides leadership and management of the daily operations in the Business Services Department, including Fiscal Services, Accounting and Payroll, Purchasing, and Child Nutrition; assists in leading the planning, organizing, assigning, supervising, directing and evaluating of the work of all assigned operations in the Business Department; supervises and evaluates the Director, Fiscal Services; the Director, Payroll and Accounting; the Manager, Fiscal Services, and other assigned management 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 principal job elements.)

E= Essential Functions

Manages and oversees all day-to-day aspects of the Business Services Department, including supervision and evaluation of the Director, Fiscal Services; the Director, Payroll and Accounting; the Manager, Fiscal Services, and other assigned management personnel. **E**

Assists in the planning and organizing of, and directs and supervises all District financial operations, including Accounting, Budget, and Payroll; Business Support Services; Purchasing; Risk Management; and Child Nutrition. **E**

Develops information and recommends policies and procedures for immediate and long-range financial management and planning. **E**

Provides leadership in developing and preparing the District's annual budget and the annual preliminary budgets of all assigned Business Services Department operations; analyzes and reviews budgetary and financial data; controls, authorizes and monitors expenditures in accordance with established limitations. **E**

Provides direction and coordination of the financial planning and budgeting process of assigned divisions/departments and school site governance teams as necessary for conformance to District financial policies and procedures. **E**

Develops and directs budget analysis and expenditure reporting as required for internal management of District and by grantors of supplemental funding sources. **E**

Provides leadership in developing and maintaining the District's financial planning and budgeting manual pertaining to the District's financial policies and detailed procedures necessary for implementation and adherence to these policies. **E**

May respond to requests from auditor's representatives, grantor organizations, and governmental organizations, including official financial reports and claims. **E**

Provides leadership and oversight in the preparation of the District audit; provides assistance to and represents the District in work with external auditors; establishes budgeting and accounting procedures for all funds of the District. **E**

Develops a budget calendar to provide for adequate input of Governing Board, Superintendent, Chief Business Officer, site- and Department administrators and employee associations. **E**

Engages in and directs activities required to obtain all financial resources that are or may be available to the District, including the investment of District funds not deposited with the County Treasurer. **E**

Provides technical expertise, information and assistance to the Chief Business Officer and to direct reports regarding assigned functions, including interpretation of laws, rules, regulations and contracts; assists in formulating and developing policies, procedures and programs; advises the Chief Business Officer of unusual trends or problems and recommended, appropriate corrective action. **E**

Plans, organizes, recommends, and implements long- and short-term programs and activities, including planning of facilities, designed to develop and improve assigned programs and services. **E**

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned areas of responsibility, activities and personnel. **E**

Performs duties and responsibilities assigned by the Chief Business Officer to maintain strict control over expenditures and ensure fiscal accountability. **E**

Formulates and develops policies and procedures; reviews methods and procedures to determine effectiveness; assures quality control; performs periodic and/or follow-up reviews as necessary to ensure compliance with direction, procedures and protocols. **E**

Provides support in preparing, directing and controlling the preparation of requests for proposal, requests for qualifications, specifications, bids and quotations; analyzes bids and quotes, checks references, and recommends awarding of contracts. **E**

May serve as a member of the management negotiations team for certificated and classified bargaining unit(s). **E**

Assists in and recommends the selection, transfer, reassignment, and disciplinary action of staff for all assigned areas of responsibility; provides technical resources and trains staff members in existing and new processes and procedures as necessary. **E**

Supports a positive climate for interaction and communication with and among assigned personnel; works effectively with other District departments, school sites, and outside agencies. **E**

Writes and edits complex reports and presents findings, conclusions and recommendations; makes presentations to a wide variety of audiences. **E**

Maintains current knowledge of Education Code, Board Policies, Administrative Regulations, and other laws, legislation, rules and procedures regarding assigned areas of responsibility; attends workshops, conferences and meetings related to assigned areas of responsibility. **E**

Operates a computer and related software and other office equipment necessary to perform job functions. **E**

Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination of training, experience and/or education equivalent to a bachelor's degree in Business Administration, Accounting, Public Administration, or a related field and five years of progressively responsible business-related management experience, preferably in a K-12 education or public setting; training and/or certification as a Chief Business Officer preferred.

LICENSES AND OTHER REQUIREMENTS: Valid California Driver's License

TECHNOLOGY, EQUIPMENT AND TOOL SKILLS:

Proficient ability to use a personal computer; software and databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, hand-held radio, cellular telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, spreadsheets, scheduling, data management and complex calculations.

KNOWLEDGE AND ABILITIES: The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE OF:

Principles and practices of organizational development.
Planning, organization and procedures used in the District's Business Services Department.
Finance and budgeting techniques required to lead activities in assigned departments.
Principles and practices of budget preparation and control.
Principles and practices of administration, supervision and training.
Oral and written communication skills.
Computer-based software and systems used in Business Services.

ABILITY TO:

Manage multiple divisions of a Business Services Department in a large organization.
Demonstrate effective skills in organizational leadership.
Analyze problems and develop and implement practical solutions.
Plan, organize, and coordinate a variety of projects.
Make use of technology for information and data gathering.
Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare sound recommendations.
Establish and maintain effective working relationships with others.
Supervise and evaluate the effectiveness of others.

LANGUAGE SKILLS:

Ability to read, write and speak in English. Ability to read and interpret documents such as safety rules and regulations, operating and maintenance instructions and procedure manuals, including policies and procedures and equipment manuals; to write complex and detailed instructions, reports and correspondence; to speak effectively one-one and/or before internal and/or external groups.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential function of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

Office environment; moderate noise level; frequent interruptions; drive a vehicle to conduct work

PHYSICAL ABILITIES:

Hear and speak to 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 documents and reports, and view computer monitors; sit or stand for extended period of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting, TB testing, and mandated trainings

APPROVALS:

Keith J. Rogenski

Keith J. Rogenski
Assistant Superintendent, Human Resources

Date

3/13/19

W S A

Rick Schmitt
Superintendent

Date

3/13/19