

ASSISTANT SUPERINTENDENT OF BUSINESS**PRIMARY FUNCTION:**

The Assistant Superintendent of Business is the chief administrative officer of the Division of Business Services and is responsible for planning, organizing, and directing the operation and administration of the major functions of the Business Division.

Directly Responsible to: The Superintendent

ASSIGNED RESPONSIBILITIES

- Manages and directs all Business Services operations; plans, organizes, controls, coordinates and directs the staff working in Maintenance and Operations, Food Services and other areas as assigned
- Provides advice and counsel to the Superintendent, to the management team, to the Board of Trustees, and others on all matters relating to the functions of the Business Services in the District
- Directs the development of Board Policies related to the District's financial, operations and business functions
- Prepares reports and recommendations for the Superintendent and Board of Trustees, including comprehensive financial data covering all aspects of school finance
- Prepares and administers the District's budget and ancillary State and Federal financial reports
- Coordinates and manages all matters related to the external auditing of all fiscal aspects of programs and offices in the District. Directs the District's internal audit activities
- Reviews all contracts, agreements and negotiations for legal form
- Attends all meetings of the Board of Trustees and advises as to the business responsibilities and liabilities of the District
- Makes school site visitations to determine quality of services rendered by the Business Services Division
- Interprets the Business Services program to the staff and to the community
- Carries out special projects assigned by the Superintendent

QUALIFICATIONS:

- A Bachelor's Degree or equivalent training in accounting, public or business administration, or economics is required. Advanced degrees are preferred.
- A minimum of three years successful experience in school business administration, or comparable public agency/private organization experience.

ESSENTIAL JOB FUNCTIONS :

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, stoop, kneel, bend and walk
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.