

Enterprise Elementary School District
Job Description

Job Title: Chief Business Official (Administrative Position)
Department: Business Services
Reports To: Superintendent
Prepared By: Administrative Assistant, Human Resources
Prepared Date: February 19, 2002 revised November 27, 2006
Approved By: Board of Education
Effective Date: July 1, 2002 revised December 4, 2006
Approved Date: December 6, 2006

SUMMARY:

- ❖ Under the supervision of the Superintendent, performs administrative, supervisory, and management functions and shall be in charge of the Business Services Department; including acting as a liaison between district, county, and state officials. These include, but are not limited to, overall District responsibility for transportation, risk management, cafeteria, budget and finance (including payroll and commercial warrant responsibility), facilities, and deferred maintenance. Carries overall responsibility for the various functions and departments assigned and will perform other duties which reasonably relate to the above.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- ❖ Coordinates the activities of the Business Services Department with the schools, support services, and the Superintendent's Office.
- ❖ Prepares plans for the use, maintenance, and rehabilitation of existing buildings and assists in the preparation of plans for the construction of new buildings.
- ❖ Responsible for supervision of all major repairs to buildings and responsibility for the bid process.
- ❖ Has overall responsibility in the areas of accounting, payroll, commercial warrants, attendance, insurance, food service, transportation, and maintenance and operations.
- ❖ Has primary responsibility for budget development.
- ❖ Responsible for various committees as may be assigned by the Superintendent.
- ❖ Prepares recommendations to the Superintendent on matters pertaining to the Business Services Department.
- ❖ Participates in Collective Bargaining as the administrator responsible for financial aspects of the process.

- ❖ Communicates with other administrators, EESD personnel and outside organizations to coordinate activities, programs and projects, resolves issues and conflicts, and exchange information; interacts, services and collaborates with districts, County Offices and other agencies on various business services matters; conducts staff meetings to communicate ideas and resolve issues.
- ❖ Develops and prepares the annual budget for the District and Business Services Department.
- ❖ Analyzes and reviews budgetary and financial data.
- ❖ Controls and authorizes expenditures in accordance with established limitations.
- ❖ Attends all Board meetings and other meetings at the direction of the Superintendent.
- ❖ Attends all Principal/Administrators Committee (ADCO) and serves as a regular member of the Superintendent's Cabinet.
- ❖ Operates a computer and various assigned software programs using database, spreadsheet, word processing and email.
- ❖ Operates other office equipment as assigned
- ❖ Drives a vehicle to conduct work.
- ❖ Reviews and interprets highly technical information, writes technical materials and/or speaks persuasively to implement desired actions.
- ❖ Analyzes situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; education codes; personnel management.
- ❖ Ability is required to work with a significant diversity of individuals and/or groups.
- ❖ In working with others, problem solving is required to analyze issues, create plans of action and reach solutions.
- ❖ Performs other related duties, as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

- ❖ Directly supervises and evaluates employees in the Business Services Department.
- ❖ Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; recognizing and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS:

- ❖ To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- ❖ Bachelor's degree in business administration or related field (Masters preferred).
- ❖ A minimum of five years school business experience is required
- ❖ Demonstrated professional leadership with community agencies, professional organizations, community or volunteer committees/organizations, and/or with academic or private institutions/businesses.

LANGUAGE SKILLS:

- ❖ Ability to read, analyzes, and interprets common scientific and technical journals, financial reports, and legal documents.
- ❖ Ability to respond to common inquiries or complaints from staff, agencies, or members of the community.
- ❖ Ability to write articles for publication that conform to prescribed style and format.
- ❖ Ability to effectively present information to management, staff, the public, and the Boards of Trustees.
- ❖ Communicate effectively both orally and in writing using clear, standard English.

MATHEMATICAL SKILLS:

- ❖ Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- ❖ Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

REASONING ABILITY:

- ❖ Ability to define problems, collect data, establish facts, and draw valid conclusions.
- ❖ Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- ❖ Valid California driver's license.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually quiet to moderate.

Dianna Wooden
Human Resources

11-27-06
Date

Sheryl R Cobb
Board Approval (Clerk)

12-6-06
Date