

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Chief Business Officer	REPORTS TO:	Superintendent of Public Education
DEPARTMENT:	Business Services	CLASSIFICATION:	Non-Represented Management
FLSA:	Exempt	SALARY GRADE:	054
ISSUED:	July 25, 2017		

BASIC FUNCTION:

Plan, organize, integrate, direct, and evaluate all business services functions for Finance, Operations, Facilities Planning & Construction, and Integrated Technology Support Services (ITSS) divisions; develop information and recommend policies and procedures for immediate and long-range financial and business management and planning; serve as a member of the Superintendent's Cabinet and as the District's Chief Fiscal Officer.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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**

Plan, organize, control, and direct all business services functions for Finance, Operations, Facilities Planning & Construction, and Integrated Technology Support Services (ITSS) divisions; serve as the District's Chief Fiscal Officer. ***E***

Administer the District's financial program within its framework and legal requirements; oversee the development and ongoing monitoring of the District's annual operating budget and the multi-year financial planning; provide financial information to the Superintendent, Board of Education, and other divisions to facilitate decision-making. ***E***

Direct the program of school plant expansion, alterations, modifications, and maintenance; oversee all District construction and modernization. ***E***

Direct the control and security of District property, equipment, and record. ***E***

Serve as a member of the Superintendent's Cabinet; provide policy recommendations, technical assistance, and information to the Board of Education, executive management, and others on financial and business management issues needing attention, evaluation, resolution, and decisions. ***E***

Establish, implement, and monitor short-range and long-range business project goals, budgets, schedules, progress, and strategies. ***E***

Evaluate organizational structure, policies, and procedures; implement changes as needed; ensure all elements of business operations are consistent with best practices. ***E***

Monitor the external environment and developments related to operational requirements and present issues and challenges for executive management and Board consideration; evaluate impact on District non-instructional operations and support programs. ***E***

Coordinate with appropriate legal counsel regarding contracts, leases and other business matters. ***E***

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

Direct preparation of legislative materials relating to District finance and business; direct the analysis of legislation pertaining to District finance and business and recommend the District's position. *E*

Establish and maintain liaison with various government groups including the County Auditor and Controller, County Treasurer, County Office of Education, and state departments of education and finance. *E*

Respond to requests from auditors' representatives, grantor organizations, and governmental organizations, including official financial reports and claims; represent the District during audits by public auditors. *E*

Direct the activities as may be acquired to obtain all financial resources that are available or that may become available to the District, including the investment of District funds not deposited with the County Treasurer. *E*

Supervise and evaluate the performance of assigned staff; provide for continuing departmental staff training programs in related functions; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; develop policies, procedures and programs for immediate and long-range business planning; advise the Superintendent and recommend appropriate corrective action. *E*

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

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. *E*

Operate a computer and assigned software programs; operate other office equipment as assigned. *E*

Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a bachelor's degree in business administration, accounting, public administration or a related field and eight years of progressively responsible fiscal and business management experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE OF:

Principles, theories, and concepts of financial management and budgeting required to direct business activities of a large-scale operation.

Principles, methods, techniques of accounting and cost accounting with an emphasis on governmental accounting.

Principles, theories, and concepts of fund management, business management, and public administration.

Principles and practices of administration, supervision and training.

Local, State, and Federal laws, codes, and regulations pertinent to all functional areas of responsibility.

Leadership and relationship management skills.

Principles of business management and public administration.

Operation of a computer and assigned software.

Oral and written English communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Direct, coordinate, and supervise the business services operations of multiple divisions in a large public agency.

Formulate a clear organizational vision and appropriate operational goals and objectives for the management of fiscal and designated business programs and services.

Administer and direct fiscal and delegated business programs and services in a manner that is data and principle driven, manages risk, insures compliance, and achieves institutional effectiveness.

Maintain current knowledge of applicable provisions of applicable Federal, State, and local laws, rules and regulations.

Recognize the critical elements of problems, develop and analyze data accurately, and determine solutions.

Effectively communicate highly technical information concisely and in understandable terms.

Prepare and present effective oral and written communications, presentations, and reports.

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

Establish and maintain effective working relationships with officials of public and private organizations, internal stakeholders, and the public.

Effectively utilize software applications in the performance of duties.

Supervise and evaluate the performance of assigned staff.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Job Code 1225

FS