

## DEPUTY SUPERINTENDENT, BUSINESS SERVICES AND OPERATIONS

### DEFINITION

Directs, plans, organizes, assigns, and reviews the information technology, human resources, planning, assessment and research, business and financial services of the District. In addition, advises and informs facilities related functions of the District and participates in districtwide development and implementation of policies and programs at the executive level.

### TYPICAL DUTIES

Directs and reviews the administration of the District's major business and financial operations through managers and staff personnel engaged in:

Development, implementation, maintenance and modification of information technology systems for business, financial, instruction, human resource operations, planning and assessment programs and other applications.

Financial planning and budget services managed by the Chief Financial Officer.

Procurement, storage, and disbursement of supplies and equipment.

Transportation of students and materials and maintenance of automotive and related equipment.

Provision of food services and related services.

Negotiation and administrations of contracts for goods and services.

Administration of employee health plans and risk management.

Human Resources operations.

Planning, assessment and research of programs.

Advises in conjunction with the Chief Facilities Executive on Facilities related functions.

Confers with representatives of private firms, other governmental agencies, legal authorities, and the public in regard to District business and finance services

Directs, reviews, and participates in the analysis of laws, rules, regulations, opinions and decisions affecting all business services of the District, including Information technology, finance, human resources and facilities.

Evaluates the efficiency and effectiveness of business services and evaluates administrative and executive personnel.

Performs other related duties as assigned.

### SUPERVISION

The Deputy Superintendent, Business Services and Operations reports to the Superintendent of Schools and provides administrative direction to executives responsible for business, financial, human resources and information technology and provides advisement to facilities executives on related matters.

## CLASS QUALIFICATIONS

### Knowledge of:

Principles and practices of organization management, personnel administration, budget preparation and expenditure control  
Understanding of complex systems and methods applicable to a wide variety of services  
Basic principles of training, employee evaluation collective bargaining and employee relations  
Principles of public relations  
Federal, state, and local legislation as it applies to finance, business, IT, and human resource policies, rules and regulations

### Ability to:

Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units  
Analyze and evaluate the effectiveness of plans, policies, programs and organizations  
Analyze complex problems, identify solutions and implement plans to solve problems  
Communicate effectively orally and in writing with persons at various levels of understanding  
Establish and maintain effective relationships with elected officials, district administrators, and those of other public and private organizations, union officials and employees

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a master's degree, preferably in Public or Business Administration. A Juris doctorate or doctorate in education is preferred.

### Experience:

Ten years of experience as an executive or administrator in a public or private organization responsible for multiple business or instructional functions.

### Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

## SPECIAL NOTES

1. Senior Management classification, exempt from bargaining units.
2. An employee in this class is subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class  
05-29-19  
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