



September 1999

CHIEF BUSINESS OFFICER

DEFINITION

Under general administrative direction of the Superintendent, to act as leader and line administrator for the total operation of the District's Business Services Division; and to do related work as required.

EXAMPLES OF DUTIES

Plans, organizes, staffs, directs and evaluates a comprehensive and integrated business services program including budgeting, accounting, purchasing, warehousing, construction, maintenance, operations, food services, transportation and safety; advises the Superintendent regarding business matters; serves as a member of the Administrative Cabinet; communicates with school and District staff, parents and the community regarding business policies, programs and operational procedures for revising, updating and refining the business programs and operation of the District, including the appropriate in-service activities; is responsible for the selection, assignment, in-service training and evaluation of all personnel within the Division; works cooperatively with the Assistant Superintendent, Educational Services to ensure support and articulation for operation of the schools in their relationship to District-adopted goals, K-12 and Adult; establishes, distributes and expends within budgetary restrictions, financial resources under his/her assigned classification; assesses, interprets and resolves problems calling for immediate action in areas not specifically treated by program, policy, regulation or law; approved specifications for all material, equipment and buildings necessary for the operation of the Business Services Division.

REQUIRED QUALIFICATIONS

Knowledge of:

The principles, techniques and procedures of business administration including governmental budgeting and financial control;
Modern office management and procedures.

Ability to:

Develop and administer a comprehensive and integrated business services program;
Maintain an effective program of budgeting and financial control;
Interpret and apply the provisions of laws and rules and institute revisions concerning business services policy;
Analyze data and arrive at sound conclusions and recommendations;
Make sound decisions on business services problems, explain procedures and adjust complaints;
Communicate well, both verbally and in writing;
Establish and maintain cooperative and effective working relationships;
Provide leadership for a comprehensive business services program;

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Establish and maintain a districtwide climate of high morale.

Training and Experience:

Five years of management level experience in business, school or public administration, preferably including two years of experience in a school district. Graduation from an accredited four-year college or university is required, and a Master's Degree in business, school or public administration or a closely-related field is desirable.

This is a contracted position on the Assistant Superintendent salary schedule.