

## **ASSOCIATE SUPERINTENDENT BUSINESS SERVICES**

### **JOB SUMMARY**

Perform duties and fulfill responsibilities of Associate Superintendent of Business Services; oversee and support division chiefs responsible for the areas of ACOE and school district finance, information technology, and facilities operations; assume responsibility for the operation of the Alameda County Superintendent of Schools Office in the absence of the Superintendent or as directed. Directly responsible to the County Superintendent of Schools.

### **QUALIFICATIONS**

Required:

1. Administrative and/or supervisory experience.
2. Minimum Bachelor's Degree, advanced degree preferred.
3. Fiscal and operational managerial experience (at the executive level) in an educational setting; district office experience preferred.
4. Experience as a presenter and ability to effectively communicate orally and in writing.
5. A valid California driver's license.

Desirable:

1. The possession of a valid elementary administrative credential and a valid secondary administrative credential, or the possession of a valid general administrative credential.
2. Previous experience in a county office of education

### **KNOWLEDGE AND ABILITY**

1. Ability to manage and prioritize multiple activities.
2. Ability to communicate orally and in writing sufficient to express ideas, thoughts and instructions clearly to clients, community and staff.
3. Comprehensive knowledge of program management.
4. Ability to collaborate effectively on inter- and intra-agency levels.
5. Ability to supervise and evaluate staff, coordinate work and control assignments. Comprehensive knowledge of principles and practices of personnel administration, including, but not limited to, management principles and practices, conflict resolution, team building and staff development.
6. Ability to develop, monitor, and audit school district and county office budgets and interim reports.
7. Ability to drive a car.

**ESSENTIAL FUNCTIONS** of this position are, but not limited to, the following:

**GENERAL:**

1. Direct, manage and participate in the identification, development, and implementation of the Office of the County Superintendent of Schools' goals, objectives, policies and priorities, service programs and procedures.
2. Oversee the planning, development, direction and implementation of activities and operations regarding the ACOE budget, accounting, data processing, auditing, purchasing, financial systems and related matters.
3. Oversee the planning, development, direction and implementation of business services to school districts.
4. Establish and maintain a network among all agencies that will make the ACOE an integral part of key Federal, State, County and School District operations.
5. Provide leadership and support for school district boards of education, superintendents and staff.

6. Provide administrative leadership for the functions and activities administrated by the county office.
7. Plan, direct, and participate in the delivery and administration of assigned services and programs; confer with districts' staff and management personnel to identify and resolve problems, conflicts, and controversies.
8. Assist the County Superintendent in evaluating staffing and programs; supervising classified staff; and evaluating and recommending appropriate organizational changes.
9. Plan, design, and coordinate a variety of administrative procedures, reporting systems, and internal processes to insure effective and efficient service delivery to school districts.
10. Direct management personnel assigned to fiscal, facilities and information technology matters in the evaluation of legislation pertinent to County Office of Education and school district programs.
11. Represent the County Superintendent in relations with school districts, county and state representatives.
12. Assume the duties of the County Superintendent in routine absences or as directed.

**FINANCE:**

1. Serve as a Staff Officer to the County Superintendent; continually evaluate all business services of the Office of the County Superintendent. Make recommendations, supported by documented rationale, for any major changes in program status and focus.
2. Provide information, interpretation and guidance on business matters to the staff, parents, the public and school district personnel. This includes the functions and responsibilities of the Office of the County Superintendent and interpretations of education as a whole as related to business and fiscal affairs.
3. Responsible for AB1200 monitoring and reporting requirements for all County school districts, regional occupational programs (ROPs), and charter schools.
4. Provide management and leadership skills to ensure a high level of service designed to meet the needs of the districts of Alameda County.
5. Provide liaison with appropriate professional organizations, school districts, State Department of Education, and other agencies.
6. Support contract negotiations with the negotiator and representatives of the bargaining groups, as requested by the Superintendent.
7. Provide leadership and assist the Chief Business Officials of the school districts served by the County Superintendent's Office.

**INFORMATION TECHNOLOGY:**

1. Serve as Staff Officer to the County Superintendent.
2. Support the development, implementation, and continual evaluation of staff and programs within the area of Information Technology.

**FACILITIES--OPERATIONS AND MAINTENANCE:**

1. Serve as Staff Officer to the County Superintendent.
2. Ensure annual and periodic inspections of all facilities to determine improvements, replacements, modifications for legal compliance requirements, and correction of health and safety factors.
3. Identify and develop capital improvement projects and coordinate all activities necessary for implementation, record keeping and completion of capital improvement projects.
4. Develop and maintain a long-range facilities and maintenance program.
5. Administer policies and regulations governing the operation and maintenance program.

**PHYSICAL REQUIREMENTS** of this position are, but not limited to, the following:

1. Mental acuity to: manage these programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
2. Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time.
3. Facility to see and read, with or without vision aids, laws and codes, rules and policies and other printed matter.
4. Facility to hear and understand speech at normal room levels, and to hear and understand speech on the telephone.
5. Manual dexterity to dial a telephone and enter data into a computer.
6. Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions and other meetings.
7. Physical agility to lift up to 25 pounds to shoulder height, to bend, stoop and reach overhead.
8. Facility to drive a car.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Approved by:** Personnel Commission  
**Approved Date:** 9/13/2018  
**Salary Range:** 28