

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Assistant Superintendent, Business Services	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Assistant Superintendent	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9768	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Business Services	<b>SALARY:</b>	Range 24 Salary Schedule A
<b>REPORTS TO:</b>	Chief Business and Operations Officer	<b>HR APPROVAL:</b>	4-4-2024
		<b>CABINET APPROVAL:</b>	4-4-2024
		<b>BOARD APPROVAL:</b>	8-21-00
		<b>CABINET REVISION:</b>	10-12-2020

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**BASIC FUNCTION:**

Under general direction of the Chief Business and Operations Officer, plan, organize, and direct the district's financial operations including Budget, Accounting, Payroll, Purchasing, Grants, and Position Control; implement services and programs to achieve operational goals; model leadership and alignment with student achievement (LCAP).

**REPRESENTATIVE DUTIES:**

Prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. Direct the preparation of the district's annual budget; interprets, applies, and assures compliance with federal, state, county, and city statutes, laws, codes, regulations, and legal requirements for the purpose of providing written support and/or conveying information in compliance with guidelines. **E**

Prepare forecast data, plan organize, and implement long and short-term programs and activities designed to enhance assigned budgets. **E**

Analyzes data from internal and external sources for the purpose of identifying issues; ensuring compliance with policies and procedures; making good fiscal decisions; and/or monitoring program components. **E**

Collaborates with a wide variety of internal and external groups for the purpose of implementing program components; creating long and short term plans; and addressing organizational objectives. Make available and disseminate relevant program and expenditure data and information to such groups and organizations. **E**

Conducts research and participates in learning best practices for the purpose of ensuring a high-functioning department with high-quality workforce. **E**

Conduct financial analysis and provide financial data as required for District negotiations. Participate on negotiations teams as assigned. **E**

Insure accurate calculation of all non-categorical revenues for the District. Collaborate with the State and Federal Program office for accuracy. **E**

Oversee and develop computational data for required governmental reports and grants showing total District

resources and expenditures. **E**

Analyze and define all District program and subprogram activities in order to develop budgetary information about the program. **E**

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, PowerPoint presentations, manuals, reports to the board, informal reports to departments, procedures, etc.) for the purpose of implementing and maintaining services and/or programs. **E**

Establishes and enforces standards and expectations of performance for assigned personnel (e.g. supervises, coordinates, trains, provides work direction and guidance, reviews work, counsels, and evaluates, etc.) for the purpose of ensuring that standards are achieved and performance is maximized. **E**

Manages fiscal services departments for the purpose of achieving organizational objectives while complying with established requirements; providing technical expertise; and setting the vision, goals, and objectives for fiscal services. **E**

Manage, monitor, and direct position control; conduct regular reviews to ensure accuracy; coordinate with Human Resource, Employee Compensation, and Technology Services to ensure appropriate internal controls; and verify consistency and accuracy between the budget and position control. **E**

Oversees and develops internal controls, work processes, programs for the purpose of managing the financial operations of the organization and ensuring accurate and timely reporting in accordance with regulatory requirements and established guidelines. **E**

Plans, develops, and directs the implementation of administrative procedures, division policies, board agenda reports, and organization or operational for the purpose of providing services within established timeframes and in compliance with related requirements. **E**

Assist in the development of Business Services operational procedures, rules, and regulations. **E**

Keep current on all laws, rules, regulations, and interpretations of law regarding school business, budget and fiscal reporting requirements, mandated changes, and District entitlement to federal, state, and local monies; participate in the development of legislation affecting school business management; and modify programs, functions, policies, regulations, and procedures to assure compliance with local, state, and federal requirements as appropriate. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Business Services. **E**

Responds to a wide variety of inquiries from internal and external sources **E**

Participates as a member or facilitator in meetings, workshops and seminars. **E**

Perform related duties consistent with the scope and intent of the position as assigned. **E**

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree with a major in public administration, business administration, or a related field, master's degree preferred but not required; and five (5) years of progressively responsible budget

and school business management, preferably in a large public school system or related State or County educational organization.

**LICENSES AND OTHER REQUIREMENTS:**

Chief Business Official (CBO) Certification preferred by not required. Valid California driver's license and provide personal automobile.

**KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

- Planning, organization, and direction of budget development in a public school district. Budget preparation and control.
- Oral and written communication skills. Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

## ABILITY TO:

- Plan, organize, control, and direct the functions of budget preparation.
- Provide technical information and assistance to others concerning budget preparation.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

**WORKING CONDITIONS:**

## SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

## SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; and sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

## SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

*(Former Classification Title: Director III, Budget Services)*

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits through District-offered plans.