

ASSOCIATE SUPERINTENDENT FOR BUSINESS AFFAIRS

REPORTS TO: Superintendent

GENERAL RESPONSIBILITIES:

Directs and supervises the planning and management of the school district's business and financial services. Directly supervises Finance/Purchasing, Data Processing, Warehousing, Maintenance, Food Service, Transportation, and Facilities Planning. Provide leadership in the planning, managing and coordinating of support services to the direct education services of the system.

PERFORMANCE RESPONSIBILITIES:

1. Assists in the development and implementation of long and short range plans for achieving goals and objectives, and coordinates such activities with the Superintendent.
2. Oversee the dissemination, interpretation and administration of approved policies, regulations, and guidelines for the departments under his supervision.
3. Provides in-service for personnel in the Business Affairs Division.
4. Serves on the Executive Council.
5. Provides a direct link to the Superintendent on vital business support services to keep the Superintendent abreast of developing areas of concern.
6. Establishes and maintains a sound plan of organization that provides the proper framework for accomplishing business support service objectives.
7. Recommends to the Superintendent specific policies, procedures, plans, and programs for attaining current operating objectives and provides leadership in resolving major problems in business support services.
8. Recommend to the Superintendent selection and assignment of personnel with the specific functional areas of the Associate Superintendent.
9. Plans, directs, and evaluates the activities of the Division and effectiveness of its personnel.
10. Directs preparation of budget for various departments under the Associate Superintendent and recommends these to the Superintendent.
11. Directs/supervises the preparation of school districts and recommends to the Superintendent necessary changes in these districts.
12. Performs other duties as assigned by the Superintendent.

QUALIFICATIONS: Graduation from an accredited college or university with a Master's degree in Business Administration (or MBA with a CPA certificate) or Master's degree in School Administration with experience in school finance and/or business administration; or five (5) to seven (7) years of administrative and management experience with a successful performance record.