

ASSOCIATE SUPERINTENDENT - BUSINESS AND FINANCIAL SERVICE

REQUIREMENTS:

1. Educational Level: 6 year degree (or equivalent)
2. Certification: Professional Administrative and Supervisory Certificate with an Endorsement in the Superintendency
3. Experience Desired: Five years in General School Administration
4. Other Requirements: General knowledge of Federal and State statutes as they relate to the business and fiscal operations of a school district.

REPORTS TO: The Superintendent of Schools

RECEIVES GUIDANCE FROM: The Superintendent of Schools

ESSENTIAL FUNCTIONS:

A. Financial Operations

1. Prepares annual budgets under the direction of the Superintendent and Board of Education with the cooperation of the principals and other designated staff members, with the budget to be consistent with the educational objectives and financial resources of the school district.
2. Employs sound accounting practices to assure adequate records revealing the administration of the budget.
3. Serves as the central purchasing agent and carries out all necessary functions of this operation to adopted budget, policies of the district, laws of the state, and auditing guidelines.
4. Serves as director of central district supply and warehouse.
5. Plans and directs the standardization program for equipment and supplies accounting.
6. Plans and directs the warehousing program for equipment and supplies.
7. Plans and directs the inventory and stock control program for equipment and supplies.
8. Directs the provision of equipment and supplies to new and existing facilities of the district.
9. Develops policy and recommends budget for an orderly replacement of existing movable equipment as it becomes obsolete.
10. Establishes procedures for estimating the costs for equipping new schools or additions.
11. Supplies and maintains monthly budget balances and financial reports to the Superintendent and the Board of Education at each regular board meeting.
12. Prepares listing of claims for approval by the Board of Education.
13. Requires a regular requisition procedure from all employees properly channeled through principals, classified directors, and other staff members in sufficient time for cost effective purchase of supplies in quantities through competitive bidding.
14. Signs purchase orders as authorized by the Board of Education.
15. Supervises and evaluates classified personnel responsible for accounting, purchasing, and other clerical work.
16. Maintains written manuals of procedures for budget development, requisitions, purchasing, and payments.
17. Prepares financial records for the annual audit as required by the laws of the state.
18. Invests all receipts and cash reserves according to the investment laws of the state and the cash flow needs of the district.
19. Provides for staff development of all employees involved in the financial operations of the district.
20. Monitors all funds for proper accounting and approval of expenditures for all funds.
21. Reports to Superintendent and Board of Education on the annual audit.
22. Works with the Building/Finance Committee of the Board of Education in bidding and budget preparation.
23. Develops and directs bidding process and procedures for purchasing.

2. Maintenance of District Properties

1. Supervises and evaluates the performance of the Supervisor of Buildings and Grounds.
2. Supervises all operations and maintenance work.
3. Initiates, supervises, and evaluates all major maintenance, building, and remodeling work.
4. Ensures that buildings, grounds, and ancillary equipment are maintained in safe, sanitary condition, and coordinates safety programs in buildings and grounds.
5. Checks buildings, grounds, and ancillary equipment for safety in compliance with fire department and state officials.
6. Ensures compliance of buildings and grounds with local, state, and federal codes.
7. Ensures that all maintenance vehicles and fleet vehicles are properly cared for, maintained, and scheduled.
8. Provides for staff development of maintenance employees.

3. Marketing and Economic Development

1. Seeks ways to increase availability and access to markets through local businesses, agents, and agencies.
2. Seeks ways to market school programs and services throughout private and public community.
3. Seeks ways to work cooperatively with other public agencies to share programs, services, and personnel whenever possible and cost-effective.

4. Supervision of Custodial Staff

1. Actively works with the Supervisor of Buildings and Grounds in the recruitment of custodians and maintenance workers.
2. Provides for evaluation of all custodians.
3. Actively works with the Supervisor of Buildings and Grounds in the assignment of custodial personnel to each building.
4. Approves the overtime for all service personnel.
5. Provides for staff development of custodians.

5. School Lunch Program

1. Supervises and evaluates performance of the Director of Food Services.
2. Provides for evaluation of all food service personnel.
3. Works directly with the Director of Food Services in budgeting, purchasing, commodities, equipment, and supplies.
4. Reports monthly to the Superintendent and the Board of Education on purchases and accounting for the lunch program.
5. Provides for the staff development of food service employees.

6. Other Responsibilities

1. Provides for inventories of all equipment in the district.
2. Develops insurance programs to cover liability for property and actions.
3. Provides for rental of school facilities by community groups.
4. Provides for a school census of all children age 0 to 21 as required by state law.
5. Assumes other responsibilities as assigned by the Superintendent.
6. Performs the duties of the Superintendent when the Superintendent and Assistant Superintendent are absent from the district.
7. Monitors and reviews state and federal legislation, advising the Superintendent on matters affecting the district.

7. Annual Performance Plan

1. Develops and implements annual performance plan.
2. Reviews job descriptions.

3. Sets annual performance goals and submits self-assessment of performance.

8. Board Secretary

1. Gives public notice and attends all meetings of the Board.
2. Keeps full and accurate minutes of all meetings of the Board and sends a copy of such minutes to each member of the Board at least one week prior to the next regular meeting of the Board.
3. Assists in the preparation of agendas setting forth all known items of business to be considered at the Board meeting.
4. Publishes all legal notices concerning District business.
5. Performs other such tasks as may be from time to time assigned.

9. District Treasurer

1. Acts as custodian of all money belonging to the District.
2. Receives all monies belonging to the District.
3. Deposits monies received in banks designated by the Board.
4. Gives a bond in such sum as shall be required before entering the duties of the office, the premium on such bond to be paid by the Board.
5. Pays out District's monies on written order of designated officials of the Board.
6. Gives detailed accounts of money received and disbursed at least once a month prior to the regular meeting of the Board.
7. Prepares and submits a monthly report of the District's fiscal status.
8. Renders a full annual report at the end of each fiscal year.

10. Negotiator

1. Negotiates with certified bargaining unit to arrive at a mutually satisfactory agreement on salaries, hours, and working conditions of employees represented by the bargaining unit.
2. Selects appropriate management personnel for the negotiating team.
3. Directs the accumulation of necessary data used in negotiations, such as salaries and fringe benefit comparisons and comparative contract language.
4. Recommends agreements to the Finance Committee for approval.
5. Discusses requests from non-certified groups on wages, hours, and working conditions, and makes recommendations concerning these discussions to the Superintendent and Director of Personnel.
6. Acts as official designate of the Superintendent at appropriate stages of the grievance procedure.
7. Plans, organizes, and represents the District in fact findings and representation cases heard before the Commission of Industrial Relations.
8. Coordinates all aspects of contract administration during term of various contracts with employee organizations.
9. Interprets the negotiated agreement to members of the staff, as appropriate.

11. Computer Systems Administration

1. Serves as the Systems Administrator in the operation of the HP3000 computer system.
2. Monitors and controls access to non-sharable peripherals.
3. Initiates, monitors, and controls jobs and sessions.
4. Monitors and controls printing activity.
5. Schedules and performs full and partial systems backups and recovers files from backup tapes.
6. Shuts down and starts up the system hardware and operating system when appropriate.
7. Adds terminals to the system configuration when needed.
8. Monitors the system's log files and manages the system's free space.
9. Troubleshoots problems with terminals, tape drives and printers.
10. Identifies problems and performs recovery operations from system interruptions.
11. Performs a memory sysdump when appropriate.
12. Develops and maintains a standard operating procedures manual for the HP3000 system.

PHYSICAL REQUIREMENTS:

	Never	Occasional	Frequent	Constant
● Standing		X		
● Walking		X		
● Sitting				X
● Bending	X			
● Reaching/Pushing	X			
● Climbing	X			
● Driving	X			
● Lifting 20# Maximum		X		
● Carrying for 25 ft.		X		
● Manual Dexterity Tasks				X
Specify: Telephone				
Typewriter/Word Processor				
Dictaphone				
Microfiche Reader				

OTHER REQUIREMENTS (Intellectual, Sensory):

- Skills in oral and written communication
- Skills in math and logical thinking.
- Effective leadership capabilities.

WORKING CONDITIONS:

Inside Outside Both

Climatic Environment: Primary work area is air conditioned.

Hazards: