

Rocklin Unified School District

2615 Sierra Meadows Drive, Rocklin, CA 95677
(916) 624-2428 / www.rocklin.usd.org



Job Description

POSITION TITLE:	Deputy Superintendent, Business and Operations
SALARY PLACEMENT:	Assistant Superintendent Salary Schedule

SUMMARY:

Directs the support services of the District including finance, food service, transportation, facilities, maintenance and operations. Reporting to this position are: Director of Fiscal Services and Purchasing, Director of Food Services, Director of Transportation, Senior Director of Facilities and Operations, and administrative staff. This position is responsible for the overall direction, coordination, and evaluation of these positions. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; supervising employees; addressing complaints and resolving problems.

SUPERVISOR:

This position reports directly to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential duties and responsibilities for this position include, but are not limited to, the following:

1. Assists in the general planning, organization and management of the District.
2. Directs the activities of major operating departments which are responsible for planning, managing, and controlling District business, financial and operational matters, including Fiscal Services, Food Services, Transportation, Facilities, Maintenance and Operations through regular division and department meetings, acting as advisor to department heads, visits, phone calls, personnel documentation/grievances and memos.
2. Prepares clear, concise, accurate periodic reports for the Superintendent, staff, Board of Trustees and community, including two interim reports, budget guidelines and assumptions, staffing ratios, new program analysis, long-range financial planning and negotiations analyses.
3. Represents the District in meetings with administrators, business leaders, governmental representatives, and the public regarding financial and business management and facilities and operations management.
4. Directs and coordinates, through the Director of Fiscal Services and Purchasing, the preparation of the annual budget of the District at the direction of the Superintendent in cooperation with the District Leadership Team.
5. Assures consistent and efficient management of all District business and operations functions listed above within applicable laws by staying current on new laws and regulations, reading of periodicals, providing in-service to District staff, informing the Superintendent and the Board of new legislative changes, and attendance at conferences and workshops.
6. Attends and participates in Board meetings, and other meetings as requested by the Superintendent; acts for the Superintendent at meetings assigned by the Superintendent.
7. Represents the District as appropriate in all contract negotiations and provides general financial oversight for all District operations.

8. Carries out special projects, works with the auditors, acts as a liaison between the District and other agencies, establish priorities, proposed plans of action, disseminates information to sites and community, and other related duties.
9. Performs related duties as required.

KNOWLEDGE OF:

- Generally accepted accounting principles
- Generally accepted auditing standards
- Applicable sections of Education Code and Government Code
- Revenue calculations, including Local Control Funding Formula, special education, categorical
- Public Sector finance and construction
- Principles of Management
- District policy and procedure
- State and Federal regulations
- Budget preparation and control
- District goals, objectives and policies.
- Interpersonal skills such as counseling, coaching, and mediation
- Operation of personal computers and related software

Ability to:

- Coordinate a variety of complex technical fiscal operations
- Interpret and apply laws, rules regulations and policies
- Manage a large group of certificated and classified employees
- Plan, organize and administer programs
- Train, supervise and evaluate staff performance
- Prioritize and schedule work
- Prepare and monitor budgets
- Explain and enforce policies and regulations
- Establish and maintain effective relationships with others
- Effectively communicate both orally and in writing
- Be flexible, based on needs
- Operates a personal computer and related software

EDUCATION:

A bachelor's degree from an accredited college or university with a major in accounting, business, or related field; master's degree in business, finance, or accounting and/or valid CPA certification is desirable.

EXPERIENCE:

Ten years related experience including five years of recent business management experience in an administrative or executive position with a school district of average daily attendance of no less than 5,000 or equivalent public or private experience. Completion of Chief Business Official Certification program is desirable.

CERTIFICATES, LICENSE, REGISTRATIONS:

Valid California Driver's License

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in indoor environmental conditions. The employee is occasionally exposed to video display and occasionally works evenings and on weekends. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually moderate.

Adopted Date: April 23, 2014

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

The Rocklin Unified School District maintains a tobacco-free, drug-free environment.