

PLEASE POST

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**SAN BRUNO PARK SCHOOL DISTRICT**  
500 Acacia Avenue - San Bruno, CA 94066

**POSITION ANNOUNCEMENT**

December 6, 2011

**POSITION:** Interim Chief Business Officer

**Contract Duration:** 3-6 months

**Salary Range:** TBD

**Closing Date:** Open until filled

**Starting Date:** As soon as filled

**Job Definition:** The Chief Business Officer is the chief fiscal officer of the District, responsible for keeping the Superintendent fully aware of all aspects of the District's financial status and responsible for all activities involved in the preparation and administration of the District Budget under the direction of the Superintendent.

**RESPONSIBILITIES:** Include but are not limited to the following:

**ESSENTIAL DUTIES**

**Budget Preparation**

- Prepares the annual budget for review by the Superintendent
- Performs the regular duties necessary for accurate and efficient budget management throughout the year, including entering line item budget in system and updating budgets
- Prepares reports and recommendations to the Superintendent
- Confers with and advises Administrative Management Team members on budget matters
- Prepares budget resolutions to update the budget preparation to the Governing Board

**Recordkeeping**

- Maintains accurate financial records
- Maintains an accounting procedure adequate to record in detail all transactions affecting the acquisition, custodian-ship, and disposition of monies and credits, including preparation and data entry of necessary journal entries
- Maintains equipment inventories and permanent records of all District business matters as required by law
- Reconcile district books to the county audit books on a monthly basis
- Works cooperatively with the District's external auditor

**Report Preparation**

- Prepares the following required reports: Annual Report of Developer Fees, Quarterly Use Tax Report, Annual Hazardous Waste Tax Report, PL 94-142 budget and financial reports, Categorical programs budget and financial reports, Class Size Reduction documentation, supervises preparation of Mandated Cost claims, supervises preparation of attendance accounting

**Financial Management**

- Prepares documents related to issuance of TRANs each year
- Monitors cash flow and request cash withdrawals from TRANs as needed
- Issues payments on loan and repayment on TRANs

**Purchasing/Contracts/Management**

- Prepares formal bid documents, specifications, and advertisements for major purchases and projects in accordance with the Public Contract Codes as needed
- Oversees the progress of contracts resulting from letting bids, and prepares necessary documents upon completion of project

**Classified Human Resources**

- Administers effective classified human resources
- Administers effective classified human resources evaluation
- Coordinates Maintenance and Operations Department services with site Principals and provides support as needed

**Staff Supervision**

- Plans, assigns, directs, and evaluates the work of assigned subordinates
- Supervises administration of insurance programs
- Supervises payroll and fringe benefit programs
- Supervises food service programs
- Supervises ordering of supplies and equipment as approved by the Superintendent
- Supervises accounts payable
- Supervises deposits of district monies collected
- Supervises the issuance of facilities use permits for community use
- Oversees collection of developer fees

**Community and Public Relations**

- Presents a positive image of the District to the community
- Keeps informed in terms of local, state, and national issues which affect the District
- Attends appropriate meetings of state and other agencies servicing the District and keeps current with regard to financial budgetary issues
- Utilizes District Budget Study Advisory Committee to insure District fiscal solvency

**Superintendent Support**

- Attends and participates in all meetings of the Board unless excused by the Superintendent
- Assists in the planning for short and long range site maintenance and improvements
- Prepares and submits to the Superintendent recommendations relative to all matters requiring Board action, placing before the Superintendent facts, figures, and reports as necessary for approval prior to implementation

**OTHER ASSIGNED FUNCTIONS:**

- Provides Superintendent with assistance for collective bargaining
- Maintains salary schedules for certified and classified employees
- Performs other duties as may be required to meet immediate district needs

**QUALIFICATIONS:****KNOWLEDGE OF:**

- The principles, methods, techniques, and practices of budget administration in a school district
- School laws, rules, and regulations governing school finance administration
- The functions of schools and their financial needs
- Effective management strategies
- The myriad of forces and pressures affecting educational finances
- Laws, rules, and regulations governing Classified Personnel

**ABILITY TO:**

- Communicate ideas and directives clearly and effectively
- Organize and present complex oral and written reports clearly and with appropriate recommendations
- Exercise initiative and judgment in analyzing departmental and operational needs, problems, and programs
- Work harmoniously and productively with individuals and groups
- Plan, assign, and direct staff
- Establish and maintain effective working relationships with department heads
- Utilize excellent planning, organization, and evaluation skills
- Make sound and practical decisions
- Set appropriate short and long range goals and priorities
- Be an advocate for the District in the community, in the county, and in the state

**Training and Experience**

- Graduation from an accredited college or university with specialization in business administration, accounting or a related field – Master’s Degree in Business preferred
- Extensive experience in budget administration and research methodology
- Experience in analyzing operational budgets and supervisory ability in budget preparation

**PERSONAL QUALITIES:**

- Independent worker
- Good health
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new leadership skills and management techniques
- Willingness to continuously improve
- Excellent interpersonal skills
- Good organizational skills
- Good communication skills
- Decisiveness
- Commitment to high staff morale
- Belief in high standards and academic excellence
- Commitment to professional responsibility
- Creativity in problem solving
- High intrinsic motivation
- Sense of humor

**NOTE: For more information regarding professional compensation and job scope, please contact David Hutt / Superintendent at 650-624-3109.**

To be eligible for consideration, a complete application packet must be received, and include a District Application, cover letter, three letters of recommendation, and current resume. Please submit all materials to:

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*SAN BRUNO PARK SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER*