

GALT JOINT UNION SCHOOL DISTRICT

CHIEF BUSINESS OFFICER (CBO)

DESCRIPTION OF BASIC RESPONSIBILITIES

Under the direction of the Superintendent, the CBO leads, plans, organizes, directs, controls and coordinates all business, fiscal, and operational activities of the district including budget, general accounting, payroll, accounts payable, attendance accounting, warehousing, risk management, purchasing, transportation, maintenance, facilities, technology and food services in accordance with state law, Board policies and administrative regulations.

SUPERVISOR: Superintendent

TYPICAL DUTIES and/or RESPONSIBILITIES

Serves as a member of the Superintendent's Cabinet; provides advice and counsel to the Superintendent, Board, and others on all matters relating to the functions of business, fiscal and operational services of the District.

Monitors and reviews existing and proposed laws and legislation related to school finance, facilities and other business functions; is responsible for the preparation and administration of all District funds, budgets, and ancillary State and Federal financial reports.

Assists in the assessment of staffing needs on a district wide basis.

Plans, organizes and supervises the establishment, installation and operation of an internal audit program including consultation and review of procedures with administrators

Identifies all revenue sources (Federal, State, County, and local) to ensure the District will receive all available revenues.

Develops goals and objectives for the Business Department for the purpose of providing clear direction for employees and programs.

Identifies new and innovative business practices for the purpose of providing effective and efficient fiscal services.

Provides direction for all business programs and departments (e.g. Maintenance and Facilities, Food Services, Purchasing, Fiscal Services, Transportation, Technology, etc.) for the purpose of complying with Board policies and State and Federal statutes and regulations.

Recommends and implements Board Policies related to all District Business Service functions.

Represents District in vendor contractual negotiations and commitments.

Procures all Insurance and Risk Management services.

Prepares financial and related information for the District negotiation teams.

Attends Board meetings and advises as to requirements, responsibilities, and fiscal condition of District.

Serves on a variety of District related boards and committees, as necessary.

Directs and evaluates departmental supervisory staff.

Serves on management negotiating teams.

New Facilities

- Administers the facility development programs including quantifying financial need, determining and developing demographic data, and supervising work of architects and other consultants.
- Prepares or directs the preparation of specifications, bids, and quotations. Prepares and coordinates public project bidding. Analyzes bids or quotes and recommends awarding of various contracts.
- Manage Bond Programs and Developer Fees.

Fiscal Services

- Advises the Superintendent on all fiscal matters.
- In collaboration with the Fiscal Services Supervisor, prepares and monitors the annual budget.
- Responsible for the overall operations and efficiency of the Fiscal Services Department including the accounting system, general ledger management, accounts payable and receivable, data processing report generation and distribution, District purchasing, payroll preparation and distribution, payroll, food service accounting system, Associated Student Body, internal controls, and District inventory.
- Prepares various financial reports for the County, State, and Federal government.
- Prepares budgetary and financial reports for State and Federal categorical programs.

Maintenance and Operations

- Administers the building and grounds maintenance programs, providing technical assistance and coordinating major purchases as necessary.
- Establishes and/or maintains procedures and direct activities necessary to ensure District compliance with all hazardous materials management programs such as asbestos, fuel tanks, etc.

Student Transportation

- Administers the student transportation program including fiscal matters and agreements with various agencies.

Food Services

- Administers the food services program ensuring compliance with all state and federal nutrition programs.

Performs other duties similar to the above in scope and function as required.

Performs other duties as assigned by the Superintendent.

Employment Standards:

Knowledge of:

- The theory, principles, and practices of accounting and their application to government accounting.
- Laws and regulations governing the financial operations of school districts and administration of state and federally funded educational projects.
- Governmental budgeting principles and procedures.
 - Auditing principles and guidelines.
 - Facilities planning, funding options, laws and regulations.

Personal Skills and Qualities:

- High Standards of ethics, integrity and personal conduct.
- Reputation for warmth, open-mindedness, capacity to listen, respect for human dignity, genuine interest in people.
- High level skills in verbal and written communication, problem solving, conflict resolution and interpersonal relations.

Qualifications:

- Three to five (3-5) years of responsible management/supervisory experience in a position such as business manager, controller, or accounting supervisor;
- At least two (2) of those years in business functions related to education is desirable;
- Bachelor's Degree in Business Administration
- A Master's degree in education, public administration, or business administration is desirable;
- School business related certifications and/or training preferred.
- California Driver's License and evidence of insurability;
- TB test clearance;
- Criminal Justice fingerprint clearance

