

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: ASSISTANT SUPERINTENDENT – BUSINESS SERVICES

QUALIFICATIONS:

1. M.A. degree desirable
2. California elementary administrative credential desirable
3. Experience in school operation services desirable
4. Successful employer-employee relations experience and/or training required

REPORTS TO: Superintendent

SUPERVISES: Director of maintenance and Operations; Director of Transportation; Director of food Services; Director of Business Services; Director of Stores, Warehouse and Purchasing; Mandated Costs; and clerical staff as assigned to office

FUNCTION: To maintain overall responsibility for effective and efficient operation of most support services of the District and responsible for successfully negotiating employee contracts with all unions/associations

RESPONSIBILITY:

1. Provides, Board of Education, through superintendent, with all legally required, Board-directed and superintendent-directed data compiled material, and reports necessary
2. Attends meetings of Board of Education as professional advisor for responsible area/functions
3. Coordinates planning, preparation and maintenance of annual budget for District
4. Coordinates, directs, supervises and provides continuing evaluation of department heads and other staff assigned to office
5. Coordinates planning for school construction and remodeling
6. Prepares contracts and agreements, and maintains information and copies of laws and ordinances in capacity of legal liaison officer for District pertaining to operation of District
7. Serves as environmental impact officer for District
8. Implements Board policies and administrative procedures in area of responsibility; recommends change in Board policies and administrative procedures as appropriate to changing laws or directions

AUTHORITY:

1. Directs development, compilation and presentation of all data presented to Board of Education from Division to carry out operation of the Division
2. Prepares advisory information for Board of Education consideration
3. Directs preparation, assimilation, and maintenance techniques for annual budget
4. Conducts regular evaluations in accordance with District policies and procedures
5. Directs District planning for school construction and remodeling
6. Develops and reviews with appropriate resources contracts and agreements of District and maintains reference base of current laws and ordinances
7. Directs District program of compliance with Environmental Impact Laws
8. Reviews, amends, develops or directs same of all policies and procedures pertaining to area of responsibility

RESPONSIBILITY: continued

9. Coordinates and manages insurance programs for District
10. Maintains contact with national, state and local professional organizations and community groups
11. Manages use of buildings and grounds
12. Serves as administrative officer for District for purpose of executing legal documents
13. Coordinates and maintains in efficient and effective manner departments of Business Services; Food Services; Maintenance, Operation and Transportation Services; Stores, Warehouse and Purchasing Services; and Mandated Costs
14. Manages District's involvement with Crossing Guard Program
15. Coordinates and manages program for effective site utilization, including buildings and grounds
16. Approves and coordinates distribution of published materials, brochures and announcements prepared by outside agencies and groups
17. Coordinates programs and manages all sales, leases, loans, and purchases of District real and personal property
18. Coordinates program for Civil Defense and Disaster for District
19. Serves as administration advisor to all department heads and principals in areas of responsibility
20. Negotiates contracts with employee groups

AUTHORITY: continued

9. Directs insurance programs for District and makes recommendations for modification
10. Actively participates in organizations designed to promote better professional stature in District and community
11. Directs program for use of buildings and grounds
12. Executes legal documents as required by other agencies and authorized by Board of Education order or policy and procedure
13. Directs coordination of operational aspects of departments of Business Services; Food Services; Maintenance, Operation and Transportation Services; and Stores, Warehouse and Purchasing Services; and Mandated Costs
20. Participates directly in the negotiation of the contracts with employee groups in accordance with Board and superintendent guidelines; informs administrative staff about contract implications and trains administrators in contract management

TERMS OF EMPLOYMENT: Salary and work year to be according to contract approved by Board of Education

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable