



JOB DESCRIPTION

JOB TITLE: **Deputy Superintendent of Fiscal & Business Services**

Position Type: Exempt	Department: Fiscal & Business Services
Salary Schedule: Exempt	Reports to: Superintendent
Salary Range: 10	Location: District Office
Term of Employment: 12 months	Date: March 31, 2025
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

To develop, achieve and maintain the most effective business services for the District.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The primary responsibility of this position is to oversee and manage various operational, financial and business functions across the District, ensuring alignment with Board policies and District goals. Essential duties and responsibilities include, but are not limited to, the following:

- Oversees and manages the following Fiscal Functions:
 - Financial and Business Management
 - General Accounting (All Funds)
 - Budget Preparation and Administration
 - District Investments
 - Financial Audits
 - Insurance and Risk Management
- Oversees and manages the following Business Functions:
 - Facilities Management
 - Transportation Services
 - Information Systems and Technology (IS&T)
 - Food and Nutrition Services
 - Construction and Capital Projects
 - Utility Management and Renewable Energy Initiatives
 - Purchasing, Procurement, and Warehousing
 - In-House Printing and Graphic Services

- Conducts staff meetings or facilitates communications, as needed, to interpret changes in Board policy or administrative rules, to discuss developments, and to evaluate trends in education as they pertain to the areas of assigned responsibility.
- Collaborate with leaders from other administrative divisions to:
 - Integrate and coordinate efforts into a unified District program
 - Ensure efficiency and coherence across operational areas
- Attend Board meetings and other designated meetings as requested by the Superintendent.
- Serve as a resource to all members of the organization, providing guidance and expertise in areas of responsibility.
- Maintain availability throughout the workday to support administrators and address issues as they arise.
- Participates in the Employee Benefit process, including serving on the Valley Schools Management Group Board.
- Provide appropriate supervision, evaluation and support to assigned staff.
- Make strategic recommendations for business services needed within the District.
- Actively participates on the Superintendent's Executive Cabinet.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the Superintendent.

SUPERVISORY RESPONSIBILITIES:

- Supervises directors, managers and other supervisors of the departments the Deputy Superintendent manages.
- Directly supervises one non-supervisory employee.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.
- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.

- Recommends and completes realistic goals and objectives where appropriate.
- Recognizes and recommends alternate approaches and potential solutions to problems.
- Follows through on details and decisions.
- Utilizes appropriate district policies and procedures.
- Prepares and coordinates necessary schedules and activities.
- Works with appropriate administrator to improve department functions through staff development.
- Supervises and evaluates classified staff.
- Makes clear, well-defined decisions, and communicates those decisions to the appropriate people.
- Assesses needs and recommends improvement for the department.
- Actively continues education and memberships in professional organizations that will promote continued growth.
- Communicates effectively with the immediate administrator/supervisor and other administrators.
- Communicates effectively with departmental staff.
- Communicates effectively with all district personnel.
- Is accessible to school personnel, parents, and community.
- Responds promptly to questions and requests and seeks assistance when appropriate.
- Develops positive working relationships with school staffs, district office staff and the Governing Board.
- Works effectively with parent groups.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- College Degree in Business or Accounting required. Master's Degree (M.A.) in Business Administration preferred.
- Successful prior experience in assigned responsibility.
- Equivalent combination of the experience and/or education from which comparable knowledge, skills and abilities have been achieved.

LANGUAGE SKILLS:

- Demonstrates the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Demonstrates the ability to write reports, business correspondence, and procedure manuals.
- Demonstrates the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- 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.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.

