



Irvine Unified School District

ASSISTANT SUPERINTENDENT

BUSINESS SERVICES

DEFINITION

Under the direction of the Superintendent, plan, organize, and direct the overall business and support services functions and activities of the District, including the administration of the budget, fiscal planning, accounting, payroll, and purchasing; District transportation; risk management, insurance, and health benefits programs; food services; attendance accounting; and maintenance, operations, construction, and facilities programs. Serve as the chief fiscal advisor to the superintendent in support of the educational policies and programs of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assumes responsibility for budget development, control, and long and short-range financial planning.
- Develops and administers a program for purchasing contract service, supplies and equipment.
- Establishes and supervises a program of accounting and reporting for the financial affairs of the District according to Board policy and in compliance with all state and federal fiscal reporting requirements.
- Provide direction to accounting, payroll, purchasing, fiscal reporting activities, warehouse and stores, maintenance, grounds, facilities, student transportation, and custodial services.
- Manages the District's real estate, insurance, and health benefits programs.
- Supervises the development of required financial reports as required for all funds.
- Consults with the Superintendent and other personnel on questions relating to the District's business affairs.
- Develops a facility expansion and maintenance program and supervises plant construction.
- Administers, through the food services director, the cafeteria services and the school lunch program.
- Prepares and submits to the Board of Education, reports and other documents as required.
- Select, train, supervise and evaluate assigned staff; assist in developing new and improved procedures and methods.
- Represents the district as requested.
- Assist the District in the collective bargaining process and serve on District negotiations teams.
- Perform other related duties as assigned.

QUALIFICATIONS GUIDE

EDUCATION:

Any combination equivalent to: a bachelor's degree in business administration, public administration, or related field. Master's degree in education, business management, or accounting preferred.

QUALIFICATION REQUIREMENTS:

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.

PHYSICAL DEMANDS:

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 sit and use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to walk.

WORK ENVIRONMENT:

Typical office environment; subject to driving to a number of locations to conduct work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

EXPERIENCE:

Minimum of five years of experience in the field of education, business management, or accounting, including at least three years of experience in a supervisory capacity.

CLASSIFICATION:

This position is a senior management position.

Revised 11/2011

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This page was last modified 07/07/2005