

LEMON GROVE SCHOOL DISTRICT

CLASS TITLE: ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

DEFINITION:

Under the direction of the District Superintendent, serve as the administrative head of the business, maintenance, operations, food services and transportation department of the district.

JOB RELATIONSHIPS:

Supervised by the Superintendent. Supervises the Administrator, Facilities Planning, Construction and Operations, the Director of Food Services, the Manager, Transportation and Warehouse, and members of the Business Office; has a job relationship to principals and other staff as well as representatives of the public and agencies.

TYPICAL DUTIES:

Plans, assigns, reviews, evaluates and directs the work of the business, maintenance, facilities planning, construction, operations and food services departments of the district through the Administrator, Facilities Planning and Operations, Director of Food Services, and the Manager, Transportation and Warehousing..

Supervises accounting for all funds and accounts and the annual audit.

Directs the maintenance of buildings, grounds and other district property and equipment.

Directs the standardizing, purchasing, warehousing and distribution of school supplies and equipment.

Recommends and executes insurance programs.

Compiles and oversees the administration of the budget.

Prepares and files annual reports.

Formulates cost studies and estimates.

Evaluates procedures designed to improve the functions of the business, maintenance and operations departments of the district.

Provides consultant services to principals on maintenance, operational and fiscal matters.

Attends Board meetings regularly.

Makes on site inspection tours of buildings and grounds periodically.

Assists with conducting all school elections.

Reviews legislation and legal interpretations affecting school business and operations.

Perform other duties as assigned.

KNOWLEDGE OF:

Theory and practice of modern school business management, personnel management, building maintenance and operation, accounting, purchasing, transportation, contracts and insurance.

Educational supplies and equipment.

School building construction, real estate and architectural services.

Planning, evaluation and supervisory skills.

Accounting and business administration skills equivalent to those covered in a degree program in business administration.

ABILITY TO:

Plan and coordinate a variety of technical business, maintenance, operations, food service and transportation functions.

Supervise activities of personnel engaged in various school business activities.

Analyze business operations.

Apply pertinent laws, regulations and principles in reaching conclusions.

Accept direction and intelligently follow instructions.

Work cooperatively with the public and fellow employees.

EDUCATION AND EXPERIENCE:

Bachelor's degree in accounting or business administration, or equivalent in educational administration..

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials and make inspections.

Seeing to read a variety of materials.