



San Marino Unified School District

Position Description

Job Title: Assistant Superintendent for Administrative Services

Reports to: Superintendent
Classification: Classified Administration
Location: District Office
Work Year: 12-Months

Job Summary

Under the direction of the Superintendent, the Assistant Superintendent of Administrative Services is a senior management position which plans, directs, oversees and administers the administrative affairs of the District, which include Human Resources, Business Services, Purchasing/Warehouse, Child Nutrition, Security, Facility Planning and Construction and Maintenance and Operations.

Essential Responsibilities:

- Serve as a contributing member of the Superintendent's Executive Team and collaborate with members of the District Leadership Team.
- Oversee the preparation of District-wide staffing and budget projections in coordination with the Accounting Department and Human Resources.
- Provide leadership, administrative direction, supervision, and technical assistance and support to fiscal and business services personnel.
- Plan, organize, control and direct the activities of business services including fiscal, budget, risk management and equipment maintenance; recommend and administer policies and procedures.
- Represent business services to other District departments, elected officials and outside agencies; explain, justify and support department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Communicate clearly and concisely financial and related information to site administrators, employees at both the District Office and sites, District-level administrators, the Superintendent, the Board of Education, parents and the public, both verbally and in writing.
- Attend meetings of the Board of Education and advise as to the business and human resources responsibilities and liabilities of the District.
- Coordinate and manage matters related to the external auditing of various fiscal aspects of programs and offices in the District.
- Determine need, evaluate and secure District financing when applicable, working directly with legal counsel, bond rating agencies, the District paid professional financial advisor, leasing companies and banks.
- Manage and participate in the development and administration of the District budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring and disbursement of funds in accordance with the adopted budget; direct the preparation of and implement budgetary adjustments as necessary.
- Prepare and disseminate financial reports.

- Oversee the development and implementation of business services goals and objectives including accounting, purchasing, warehouse, nutrition services, transportation and maintenance, operations, and facilities; developing priorities for each assigned service area.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures for business services, purchasing, warehouse, nutrition services, transportation, maintenance, operations, and facilities; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Administer the Human Resources functions of the District to attract, hire and retain highly qualified personnel.
- Monitor and evaluate department and building administrators, in cooperation with the Superintendent, in all areas of operations.
- Respond to inquiries from school administrators concerning campus issues.
- Coordinate dissemination of information, policies, regulations, procedures, and reports to school administrators and school board members.
- Conduct building inspections and classroom visitations to assess safety, educational and operational effectiveness and assist school administrators.
- Provide guidance and available resources to school administrators which will assist and maintain an effective educational environment.
- Maintain, interpret, and comply with current State and Federal laws, regulations and guidelines as they relate to areas of responsibility.
- Develop, interpret and implement the District's personnel program; coordinate the functions of the personnel department with other departments; and serve as a resource person in providing technical advice and assistance regarding employment laws, rules and regulations and general administrative matters.
- Establish and maintain appropriate records; prepare reports and documents as required: and assist with research pertaining to salaries, staff characteristics, professional standards and other pertinent personnel and general administrative projects.
- Develop position descriptions and coordinate their periodic review and revision.
- Supervise and evaluate staff members assigned to the human resources department
- Prepare and administer the human resources departmental budget.
- Develop a master staffing plan with collaborative support of administrators; manage the staffing allocation planning and control processes. Analyze staffing needs and projects staffing costs.
- Develop and coordinate staffing procedures; maintain a position control system to assist in projecting staffing needs; and process transfer, leave and retirement requests.
- Plan and conduct collective bargaining matters with employee groups; serve as the District's lead negotiator and the Superintendent's designee in grievance, impasse, mediation and fact-finding matters.
- Develop and implement recruiting and hiring procedures; conduct and coordinate candidate interviews, and prepare appointment recommendations for presentation to the Board.
- Develop and administer a program for providing qualified substitute service to schools.
- Maintain current knowledge of governmental statutes and regulations; maintain contact with legal counsel on personnel and general administrative matters; develop, interpret and implement policies and regulations ensuring adherence to fair and equal opportunity employment practices; and advise interested parties of the provisions of the law.
- Direct the implementation of state and county regulations on certification, evaluating training and experience of employees to determine certification status; approve programs of advanced study; and advise staff regarding appropriate coursework for certification.

- Process recommendations for employee dismissals, assemble substantiating information, and arrange necessary conferences and hearings in accordance with policy and contract agreement.
- Maintain seniority records on personnel and administers reduction in force layoffs when so directed.
- Develop, propose and implement policies of and for the Board.
- Supervise and support administration with all aspects of the personnel selection process. Make final decisions concerning placement of personnel and recommend to the Superintendent such placement.
- Confers with individual employees on matters of major concern. Provides orientation for new staff and other training as appropriate.
- Confer with the principals and administrators concerning personnel and general administrative matters and movement toward accomplishing the District strategic plan.
- Develop program of professional annual in-service and strategic planning opportunities for the leadership team in evaluation of staffing, budget, program and other general administrative matters.
- Oversee registration and enrollment; comply with and maintain enrollment records, develop enrollment projections and make periodic presentations on student enrollment to the Board of Education.
- Facilitates use of appropriate technology for personnel databases, application process and substitute placement service.
- Assist in developing and revising Board of Education policies and regulations of the District and implements as appropriate.
- Coordinate and direct the recruitment and selection of certificated, classified and administrative staff.
- Manage and monitor state/federal guidelines of the criteria related to the employment of classified and certified instructional staff.
- Recommend certified and classified candidates on the basis of their qualifications for District positions.
- Direct the evaluation of employment transcripts and/or credentials to assess applicant eligibility and salary placement.
- Inform personnel regarding a variety of procedures and program requirements to provide necessary information for making decisions, taking appropriate action and/or complying with established guidelines.
- Maintain various employment files and records, compiling pertinent employee information to ensure accuracy of employee's compensation, maintaining eligibility for position and complying with all federal/state/district regulations.
- Prepare reports and studies for the purpose of providing information to the Board, Superintendent, director of accounting, other staff, and the public and/or complying with regulatory requirements.
- Present information to teachers, staff, and other community representatives on various topics to convey information and gather feedback.
- Research employment laws and regulations to implement procedures to maintain compliance with current legal requirements.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business services and human resources management.

- Perform such other duties and assume such other responsibilities as may be assigned by the Superintendent.

Required Skills:

- Principles, practices, and procedures of school district business, financial and human resources management.
- Principles and procedures used in budget preparation, administration, and internal controls.
- Principles of financial analysis and research procedures.
- Fundamentals of school finance and governmental accounting procedures.
- Business Services operations and services, including finance, purchasing, warehouse, nutrition services, transportation, risk management/workers' compensation, employee health and welfare benefits, and maintenance, operations, and facilities.
- Pertinent federal, State and local laws, codes and regulations including laws and regulations applying to school district financial and business operations.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Data processing principles, methods, materials, and equipment.
- Modern and complex principles and practices of program development and administration.
- Principles of supervision, training, and performance evaluation.
- Effective communication and presentation skills with District administrative team, support staff, teachers and the Board of Education

Knowledge/Abilities:

- Possess knowledge, skills, and ability to successfully perform the essential functions of the position, or be able to explain or demonstrate how the essential function will be performed, with or without reasonable accommodation, using some other combination of skills and abilities.
- Ability to work harmoniously and effectively with a diversity of individuals including school personnel, parents, community members, business leaders, state education employees and legislative officials.
- Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel.
- Delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Provide administrative and professional leadership and direct oversight for Business Services and Human Resources.
- Develop, implement and administer goals, objectives and procedures that provide effective and efficient fiscal services.
- Interpret and apply budgeting, accounting and fiscal procedures, policies and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Prepare clear and concise reports.
- Interpret and apply federal, State and local policies, procedures, laws and regulations.
- Analyze accounting data and present financial statements and reports.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.

Qualifications:

- Master's Degree or higher required
- A minimum of five years of professional administrative experience in a public school district
- Experience within human resources administration
- Experience in business operations

Working Conditions:

Environment: Office environment, school sites, driving a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard. Hearing and speaking to exchange information in person or on the phone. Sitting for extended periods of time. Seeing to read a variety of financial materials.