

**CAJON VALLEY UNION SCHOOL DISTRICT  
PERSONNEL COMMISSION**

**ASSISTANT SUPERINTENDENT, BUSINESS SERVICES**

**JOB SUMMARY:**

Under the direction of the Superintendent, plan, organize and administer the successful implementation of the Business operations of the District; assure the District is financially stable; contribute to the strategic direction of the District in carrying out the District's mission, goals and objectives; supervise and evaluate the performance of assigned personnel.

**ESSENTIAL FUNCTIONS:**

Plan, organize and administer the successful implementation of the Business operations of the District; contribute to the strategic direction of the District in carrying out the District's mission, goals, and objectives.

Provide leadership and direction for Business Services functions including but not limited to budget development, control and long-range financial planning; payroll; maintenance and operations; information systems; purchasing and warehousing; transportation; child nutrition

Meet with the Superintendent to discuss recommendations for Board presentation; attend Board meetings, prepare reports on Governing Board issues as appropriate.

Oversee development of the annual budget; development of financial reports for the Governing Board; maintain current financial records.

Supervise and evaluate assigned personnel; interview and hire; termination and disciplinary actions.

Serve as a member of the District's Governing Board.

Provide technical expertise, in the area of business services functions; participate in the development of programs.

Communicate with other administrative departments on activities and programs, resolve conflicts.

Operate a computer, applications software.

Attend a variety of local, City, County, and workshops; make presentations.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Administration of the Business Services Division.

Budget preparation and control.

School business management including finance, facilities acquisition, construction and maintenance, risk management, transportation, child nutrition services, purchasing and warehousing and inventory control and others as assigned.

Applicable laws, codes, regulations, policies and procedures affecting school business operations.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Plan, organize, and administer the successful implementation of the Business operations of the District.

Interpret, apply and explain rules, regulations, policies and procedures.

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