

Location:	Metropolitan Education District (Superintendent's Office, Building 400) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Superintendent
Classification:	Classified Administrator
Dates Approved:	6/24/08, 3/10/10, 9/14/11, 12/10/14, 9/12/18
Dates Revised:	
Position Control:	#142000, Salary Schedule 5, Range 33, Work Year-12 Months Full-Time

POSITION DESCRIPTION:

Reports to and assists the Superintendent of Metropolitan Education District with all duties and responsibilities related to the business functions of the District including fiscal, purchasing, student attendance accounting, risk management, physical plant and maintenance operations. Provides business and leadership support for the goals of the District.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Serves as Chief Business Official (CBO), of MetroED with the responsibility for effective and efficient business operations of the District
- Provides advice and counsel to the Superintendent, Governing Board and others on all matters relating to the general management of MetroED, business and finance services in the District and provides information and data to support recommendations and decisions
- Oversees and administers the Departments of Fiscal Services, and Maintenance and Operations
- Directs the business functions of the district in the preparation of financial reports and information for the budget process, for administrative staff and for the Governing Board; oversees the purchasing process for the District
- Coordinates and manages matters related to the external auditing of all fiscal aspects of programs and offices in the District; directs the District's internal audit activities
- Works closely with the Director of Instruction, and Director of Human Resources
- Directs the development and implementation of Board policies related to the fiscal, operations and business functions, as well as those policies that effect the management of MetroED
- Executes contracts entered into by the District when designated by the Superintendent; reviews contracts, agreements, etc. and maintains files of such documents for the District
- Supervises all bids in accordance with board policies and State rules and regulations
- Participates in the negotiation process with employee groups as requested by the Superintendent
- Plans and oversees the budgetary impact of all negotiated financial settlements, and assures District compliance with state budget accountability requirements relating to negotiated financial settlements
- Manages all District property and the contracts, leases and agreements pertaining to the property

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Review and submit board agenda items as needed and/or required by the Superintendent
- Participate in the Superintendents internal and external Budget Advisory Committees

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Manages the District risk-management program, including the maintenance of an adequate insurance program in accordance with the rules and regulations of the Governing Board
- Monitors legislative process relative to the areas of responsibility and advises the Superintendent on appropriate action
- Attends and participates in all Governing Board and Cabinet meetings
- Participates in Governing Board closed session meetings as directed by the Superintendent
- Works with the Superintendent on legislative issues as directed by the Superintendent

EMPLOYMENT STANDARDS:

Knowledge of:

- Finance, accounting, budget principles, purchasing, attendance, technology, maintenance and operations
- Application of computer/information processing systems to business services in the public school setting
- Participating district policies, and Local, State and Federal rules, laws and practices
- MetroED Board policies and procedures

Ability to:

- Plan, organize, implement and direct the operation of a computerized attendance and financial accounting system
- Direct and supervise appropriate staff (administrative and classified)
- Remain sensitive to the needs of students and staff
- Develop recommendations to the superintendent regarding budget, purchasing, technology, and operations of the District
- Provide effective leadership in the supervision, evaluation and development of District personnel
- Provide effective leadership for developing the District's total program, delegating or assigning to qualified staff the appropriate responsibility and authority for executing functions or programs, and developing organizational plans and structures that support the implementation of educational programs
- Provide effective leadership to effectively and accurately analyze complex situations and adopt effective and efficient courses of action
- Provide effective leadership in communicating special needs of the District to other public entities and to the private sector
- Provide effective leadership in the application of the latest research within the educational operations of the District
- Exhibit effective interpersonal skills
- Work well in a culture of diversity

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Experience:

- Five (5) years of public school administrative experience
- Three (3) years of supervisory/management experience
- Three (3) years of experience in budget and fiscal management in public schools with increasing levels of responsibility

Education:

- College or University Bachelor's degree in Business
- Master's in Business preferred

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places a high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission, strategic objectives, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 25 pounds and move and transport materials weighing up to 30 pounds

Date: _____

Signed: _____
Employee Signature