



JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Chief Business Officer

Created 10/2022

DEFINITION

Under the general direction of the Superintendent, provides administrative direction and evaluation to all major Business Services Departments including Fiscal and Payroll, Facilities, Maintenance and Operations, Nutrition Services, Transportation, Purchasing, Warehouse Operations, and the bond programs; support collective bargaining functions as required.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

1. Represents/serves as the Superintendent's designee in the absence of the Superintendent. E
2. Serves as a member of the Superintendent's cabinet; assists the Superintendent in implementing the Board's adopted strategic plan and in articulating a vision for the District's programs. E
3. Plan, organize, control and direct the projects, activities, and functions of financial services and operations. E
4. Strategizes and assists the Superintendent, Board of Trustees, and other administrators in developing the District's short and long-range financial priorities and the goals for strategic planning. E
5. Develop, evaluate and make recommendations to the Superintendent, Board, and others regarding policies and procedures governing the business operations of the District. E
6. Assist the Superintendent in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District. E
7. Implement programs to ensure financial stability; develop and prepare the annual budget for all assigned areas and the District as a whole; analyze and review budgetary and financial data to ensure appropriate allocation of resources; monitor and authorize expenditures in accordance with established guidelines. E
8. Provide technical expertise regarding the annual budgetary process and formulate and develop policies and procedures. E
9. Oversee business operational services such as transportation, warehousing, facilities, food service, and maintenance as well as financial services projects, and activities such as payroll, purchasing, accounts payable and receivable, budgeting and internal audits to ensure the financial viability of the District. E
10. Oversee capital improvement, deferred and regular maintenance, bond programs. E
11. Develop and implement effective long and short-term plans and activities for the District facilities master plan; coordinate with administration for facility planning and proper demographic data to support plans. E
12. Direct preparation and maintenance of a variety of narrative and statistical reports, records, and files. E
13. Facilitates/communicates partnerships with community, business, and government organizations to seek and develop grants and awards to support the financial viability of the District. E
14. Attend Board meetings, prepare and present agenda and reports to the Board as requested by the Superintendent; interpret financial impact of proposals as necessary. E
15. Assume responsibilities for professional growth and development, keeping current with literature, new research findings, and improved techniques; attend appropriate professional meetings. E
16. Establish and lead interdepartmental teams to address complex District issues; create and maintain a culture of collaboration and continuous improvement among departments, sites, and outside to assist each student to learn at grade level and beyond. E
17. Review and advise on all contracts, agreements, and negotiation documents. E
18. Represents and acts as a District liaison with Joint Powers Authority insurance entities, including risk management. E
19. Serves as a representative to assigned District committees and county agencies. E
20. Serve on the District Negotiating teams, as requested by the Superintendent. E
21. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

Bachelor's Degree in Business Administration, Public Administration or field directly related to the duties and responsibilities of the position; Master's degree is desired but not required.

Experience

- Demonstrates strong management/leadership skills. A minimum of five years' management experience preferably in a medium to large school district
- Demonstrated record of strategic planning, budget management, integration, and staff development.
- Any other combination of training and experience which demonstrates the applicant is likely to possess the required skills, knowledge and abilities may be considered.

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

Valid California drivers license

KNOWLEDGE AND ABILITIES

Knowledge of

- Accounting, budget and fiscal management, principles, methods, techniques, and practices.
- Audit and fiscal control strategies, techniques, and procedures.
- Financial analysis and research techniques, methods, procedures, and strategies.
- Principles of cash management.
- Principles of organizations, management, and supervision.
- Modern business office practices, methods, and procedures.

Ability to

1. Manage, lead, and direct functions of a District division.
2. Act in a professional and positive manner.
3. Establish and maintain cooperative and effective working relationships with others.
4. Use tact, patience, and courtesy.
5. Ability to articulate and understand complex issues and facilitate effective problem-solving.
6. Knowledge of consensus-building techniques and conflict resolution strategies.
7. Prepare and deliver oral presentations.
8. Maintain current knowledge or program rules, regulations, requirements, and restrictions.
9. Prepare comprehensive narrative or statistical reports.
10. Interpret, apply and explain rules, regulations, policies, and procedures.
11. Direct and manage the accounting and fiscal record management programs of the district.
12. Analyze statistical and fiscally related data and prepare clear, comprehensive, and concise reports.
13. Plan, develop, and implement accounting, budget control, and fiscal operational procedures; accurately forecast income, student enrollment predictions, and personnel projections.
14. Prepare and present oral and written reports.
15. Effectively organize, manage, and direct the work of others; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- While performing the duties of this job, the employee is often exposed to moving mechanical parts.
- The employee is occasionally exposed to the risk of electrical shock.
- The noise level in the work environment is usually moderate.
- Office environment with some travel to the district sites.

Physical Demands

- Hearing and speaking to exchange information and make presentations.
- Continuous use of hands and fingers, hand-eye coordination, and manipulation of large and small objects.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Clarity of vision at varying distances.
- Lifting of objects with a strength factor of light work.
- Frequent sitting, standing, and walking.
- Occasional bending, reaching, stretching, pushing, pulling, kneeling and crouching.
- Rare instances of climbing and balancing.