

Bakersfield City School District  
Education Center - 1300 Baker Street  
Bakersfield, California 93305  
Human Resources

**TITLE:** ASSISTANT SUPERINTENDENT, BUSINESS SERVICES

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent combination of education, experience and training in business administration or related field
2. Responsible management experience in one or more areas to be managed
3. Knowledge of principles of planning, organizing and directing operation services; experience in school operation services desirable
4. Knowledge of and ability to interpret laws, codes, regulations, policies and procedures related to public school district operations

**REPORTS TO:** Superintendent

**SUPERVISES:** Staff as assigned

**FUNCTION:** To maintain overall responsibility for effective and efficient operation of most support services of the District

**PERFORMANCE RESPONSIBILITIES:**

1. Provides Board of Education, through superintendent, with all legally required, Board-directed and superintendent-directed data compiled material, and reports necessary
2. Attends meetings of Board of Education as professional advisor for responsible area/functions
3. Coordinates planning, preparation and maintenance of annual budget for District
4. Coordinates, directs, supervises and provides continuing evaluation of department heads and other staff assigned to office
5. Coordinates planning for school construction and remodeling
6. Prepares contracts and agreements, and maintains information and copies of laws and ordinances in capacity of legal liaison officer for District pertaining to operation of District
7. Serves as environmental impact officer for District
8. Implements Board policies and administrative procedures in area of responsibility; recommends change in Board policies and administrative procedures as appropriate to changing laws or directions
9. Coordinates and manages insurance programs for District
10. Maintains contact with national, state and local professional organizations and community groups
11. Manages use of buildings and grounds
12. Serves as administrative officer for District for purpose of executing legal documents
13. Coordinates and maintains in efficient and effective manner departments of Fiscal Services; Nutrition Services; Maintenance, Operation and Transportation Services; Stores, Warehouse and Purchasing Services
14. Manages District's involvement with Crossing Guard Program
15. Coordinates and manages program for effective site utilization, including buildings and grounds
16. Approves and coordinates distribution of published materials, brochures and announcements prepared by outside agencies and groups
17. Coordinates programs and manages all sales, leases, loans, and purchases of District real and personal property
18. Coordinates program for Civil Defense and Disaster for District
19. Serves as administration advisor to all department heads and principals in areas of responsibility

**TERMS OF EMPLOYMENT:** Salary and work year to be according to contract approved by Board of Education

**EVALUATION:** Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable

05/16