



ASSISTANT SUPERINTENDENT – ADMINISTRATIVE SERVICES

DEFINITION

Under the direction of the Superintendent, the Assistant Superintendent – Administrative Services shall be responsible for planning, organizing, coordination, and directing the business, maintenance, IT, and human resource functions of the San Gabriel Valley Region Occupational Program (ROP). The incumbent is responsible for providing leadership that establishes and maintains proper systems, programs, policies, and information that ensure that financial, facilities, operations, and personnel decisions promote appropriate internal controls that are efficient, effective, and safeguard the ROP and its assets.

DISTINGUISHING CHARACTERISTICS

The Assistant Superintendent – Administrative Services is a Senior Management position and an essential component of the Superintendent’s Cabinet. An employee in this class develops creative and efficient proposals to accomplish ROP goals which are within legal, ethical, and financial guidelines of the ROP and acceptable to the Governing Board of Directors. The Assistant Superintendent – Administrative Services establishes and maintains effective working relationships and directs through classified managers/employees, personnel engaged in a wide variety of District services. The incumbent provides valuable input on ROP goals and programs, especially regarding the impact on those areas of this position’s primary responsibility.

The class of Assistant Superintendent – Administrative Services is the highest-level classified position in the ROP and has executive level financial responsibilities for multiple programs and departments resulting in the exercise of considerable independent judgment.

EXAMPLE OF DUTIES

Business

- Plans, organizes, and directs through subordinate supervisor, the ROP business program.
- Responsible for the formulation of programs for the conduct of accounting, risk management, data processing, purchasing, warehousing, technology (IT), and appropriate maintenance activities, ensuring programs are efficiently and effectively administered.
- Select, trains, and evaluates key staff.
- Develops procedures for business operation, to include ongoing evaluation of implementation.
- Responsible for the overall preparation of the ROP budget, including preparing estimates of income and expenditures.
- Prepares and examines contracts, obtaining legal advice on problems and technicalities.
- Ensure that technology needs are met and computer hardware, software, and other peripherals are maintained.
- Responsible for computer networks systems, security and connectivity.
- Oversee ROP facilities maintenance, to include but not limited to physical work spaces and equipment at all sites of operation.
- Assures compliance with local, state, and federal laws relating to business and finance, audits, grants and other funding sources.
- Monitors legislation and Education Code changes and implements required changes.



- Plan, organize, coordinate, and administer a variety of employee risk, benefit, and compensation programs serving a public education agency, including unemployment, health & welfare (COBRA, FMLA, CMLA), retirement (PERS & STRS), medical, life, dental, and vision insurance.
- Attends meetings of the Governing Board and makes presentations on business and personnel matters.
- Supervises the preparation of all legally required fiscal reports for County, State, and Federal agencies.
- Ensure the financial integrity of the ROP and provide for sound and effective fiscal policies, procedures, and practices including multi-year budgeting and financial planning.
- Perform other duties as assigned.

Human Resources

- Plans, organizes, and directs through subordinate personnel, the ROP human resource program affecting ROP personnel including the management of recruitment and selection, classification, credentialing, new hire, and orientation.
- Supervise appropriate on-boarding procedures for all employees, including verifications and background checks.
- Serving as Custodian of Record for DOJ/FBI initial reports and subsequent arrest reports.
- Manage an efficient and effective position control process that ensures of all ROP positions.
- Coordination of legal services related to personnel matters and interpretation of laws, rules and regulations.
- Execute duties listed above, under Business, as they are appropriate for Human Resources, i.e., monitors legislation and Education Code changes and implements required changes and making presentations to the Governing Board.
- Oversee and provide guidance related to employee discipline and policy management.
- Responsible for a high degree of confidentiality and use good judgment.
- Exercise tact and diplomacy in dealing with employees, applicants, and the public.
- Ensure compliance with all assignment monitoring, along with all laws and regulations related to employees and their employment for a public school agency.

PHYSICAL ABILITY

Employees in this classification use fingers repetitively, use twisting or pressure repetitively involving wrist of hand to operate a computer, use both hands simultaneously, speak clearly and hear normal voice conversation to exchange information and make presentations, bend at the waist, kneel and crouch, reach overhead above the shoulders and horizontally, stoop, drive a vehicle, use a computer and telephone, have depth perception, see small details, sit and stand.

WORKING ENVIRONMENT

Employees in this classification work primarily indoors in an office environment with periodic visitations to sites inside and outside of the boundary of the ROP. This employee may work alone with no one in sight, over 40 hours per week, in direct contact with ROP employees and the public, with a high work volume and tight deadlines, with constant interruptions and continually changing priorities, and may also experience negative interpersonal situations.

EMPLOYMENT STANDARDS/QUALIFICATIONS



1. Graduation from college with a bachelor's degree. Have at least 2 of the following qualifications: a Master's degree in accounting or business administration (MBA); a CPA state license; or successfully completed CBO training program (CASBO or another accredited program).
2. At least 1 of the following qualifications: two years experience in a public school personnel department at the Specialist or higher level; or successfully completed the ACSA Personnel Academy.
3. At least five (5) years, cumulative, of increasingly responsible management experience in at least one of the following areas: human resources, administration of employee benefits, compensation, risk management, and/or business services.
4. A valid California Class C Driver's license required and ability to maintain insurability status.

Desirable – Administrative Services credential

SALARY

Leadership Salary Schedule

APPOINTMENT

In accordance with Education Code Section 45100.5, the Assistant Superintendent – Administrative Services is designated as a Senior Management position. Incumbents in this class serve at-will and are exempt from all provisions related to obtaining permanent status in a Senior Management position.