



PERSONNEL COMMISSION

Class Code: 5264
Salary Range: 46 (M2)

ASSISTANT BUSINESS SERVICES DIRECTOR

JOB SUMMARY

Under administrative direction, assist in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units; supervise and evaluate the performance of assigned staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Assist in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units; assure compliance with applicable laws, regulations and policies. **E**
- Supervise and evaluate the performance of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and conduct in-service training programs. **E**
- Assist in the development and implementation of policies, procedures and programs for assigned departments and operational units; direct operating procedures; establish standards, schedules and priorities including contingency plans; direct allocation of resources in emergencies. **E**
- Provide technical expertise, information and assistance to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action. **E**
- Assist in the developing and monitoring of budgets for assigned departments and operational units; analyze and review budgetary and financial data; authorize expenditures. **E**
- Prepare or direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. **E**
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**
- Oversee and assure department and unit purchasing activities comply with applicable statutes, regulations and policies; approve specifications and contracts for purchase of materials, supplies, services and equipment. **E**
- Assist in the planning and implementation of operational changes with managers, principals, administrators, site supervisors and other District personnel. **E**
- Assist in the dissemination of department and program information and materials to

- the public, District staff and other organizations. ***E***
- Direct and oversee research studies and special projects; monitor special projects and initiate changes to assure expeditious and successful cost-effective completion. ***E***
 - Analyze the impact of legislation or regulations on assigned activities and determine appropriate course of action; represent the District and assigned activities in public meetings, Board of Education meetings, legislative committees or other official bodies as directed. ***E***
 - Visit sites to observe and evaluate assigned staff and procedures; develop and implement improved methods of customer service; drive a District or personal vehicle to conduct site visits and attend meetings. ***E***
 - Operate a variety of office equipment including a computer and assigned software programs. ***E***
 - Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging trends; make presentations regarding Business Services operations. ***E***
 - May serve as the Business Services Director in the absence of the Director as assigned. ***E***
 - Perform related duties as assigned.

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

An Assistant Business Services Director assists in planning, organizing, controlling and directing the operations and activities of assigned Business Services departments and operational units. Incumbents may expect to rotate periodically to other Business Services departments or operational units in order to broaden technical knowledge or provide administrative coverage.

EMPLOYMENT STANDARDS

Knowledge of:

Planning, organizing and directing the operations and activities of assigned Business Services departments and operational units.

Budget preparation and control.

Financial and statistical recordkeeping and report preparation techniques.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Strategic planning and project management techniques.

Public speaking techniques.

Ability to:

Review and analyze work methods, procedures, and schedules.
Interpret, apply and explain rules, regulations, policies and procedures.
Develop and monitor assigned budgets.
Develop and evaluate procedures and processes.
Supervise and evaluate the performance of assigned staff.
Prepare or direct the preparation of a variety of comprehensive narrative and statistical reports.
Participate in the development and implementation of long-term strategic plans.
Estimate project requirements and organize resources to meet goals and deadlines.
Direct and evaluate in-service training programs for assigned staff.
Accept and carry out responsibility for direction, control and planning.
Build consensus and apply problem-solving techniques in a constructive manner.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in business or public administration, or a related field.

Experience:

Four years of management or supervisory business experience including participation in policy development or program direction preferably in an educational or public institution. Experience in student transportation, trucking operations and vehicle maintenance is highly preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS:

Possession of a valid California Class C driver's license and the use of a personal automobile.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information and deliver oral presentations.
Sitting for extended periods of time.
Bending, crouching, stooping and walking to inspect vehicles and facilities.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/6/2018