

**CARMEL UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION – ADMINISTRATION**

**POSITION: CHIEF BUSINESS OFFICIAL**

**A. PRIMARY FUNCTION**

At the direction of the Superintendent, to plan, organize, direct, control and coordinate the business and support functions of the District including budgeting, accounting, bookkeeping, purchasing, food services, transportation, maintenance, operations, and facilities; and to perform other duties as required.

**B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

**1. General Administration**

**a. Directs, supervises, coordinates and evaluates:**

- (1) Administrative Secretary II to the Chief Business Official
- (2) Director of Fiscal Services
- (3) Director of Facilities and Transportation
- (4) Supervisor of Food Services
- (5) Business Office personnel

**b. Hold in common with other administrators and with the guidance of the Superintendent responsibilities for:**

- (1) Board agenda planning/information
- (2) Long-range planning
- (3) Policy development and implementation
- (4) Budget and finance
- (5) Supervision and evaluation of staff and programs
- (6) Organizational integrity

**c. Develop, implement, revise and monitor District policies and administrative regulations**

**d. Develop handbooks, manuals, and guidelines**

**e. Assure compliance with State and Federal regulations**

**f. Administer attendance accounting functions including enrollment projections**

**g. Coordinate programs and services with local, county, State and Federal agencies and other organizations**

**h. Review and report regarding legislation**

**i. Prepare applications and grant requests**

2. Business Services

- a. Supervise financial services
- b. Prepare, analyze, monitor and report regarding the active district operative funds, including but not limited to:
  - (1) General Fund
  - (2) Adult Education Fund
  - (3) Cafeteria Fund
  - (4) Child Development Fund
  - (5) Deferred Maintenance Fund
  - (6) Special Reserve Fund
  - (7) Capital Facilities Fund
  - (8) Self-Insurance Fund
  - (9) Foundation Trust Fund
- c. Prepare financial and investment reports
- d. Prepare short-term and long-term financial planning reports
- e. Prepare mandated cost claims and reports
- f. Prepare cost analysis reports and program evaluations
- g. Prepare and monitor budget
- h. Prepare and monitor bidding procedures
- i. Implement mandated financial management programs
- k. Supervise, monitor, and evaluate the District insurance programs;
  - 1. Self-insured JPA programs:
    - (a) Property and Liability
    - (b) Workers' Compensation
  - 2. Health, Dental and Vision Programs
  - 3. Student Insurances
  - 4. Unemployment Insurance
- l. Supervise, monitor and evaluate the District Risk Management Programs:
  - 1. Safety Program
  - 2. Disaster Preparedness
  - 3. Hazardous substances
- m. Manage District-owned property and physical assets
- n. Administer claims against the District, lawsuits, and other litigation matters
- o. Prepare, implement, monitor and evaluate the Deferred Maintenance Program
- p. Administer the annual audit and internal audits
- q. Administer the procurement, distribution, inventory and replacement of supplies and equipment
- r. Administer an inventory accounting system
- s. Conduct and evaluate salary studies

3. Maintenance, Facilities, Operations and Transportation
  - a. Administrative oversight of the Maintenance, Grounds, Custodial and Transportation programs, including:
    - (1) Organization, employment and assignment of staff
    - (2) Equipment and supplies
    - (3) Evaluate programs and personnel
    - (4) Long-range planning
    - (5) Outdoor equipment maintenance and safety
    - (6) Vandalism
    - (7) Transportation
      - (a) School bus safety, routes, maintenance and replacement
      - (b) In-lieu transportation
      - (c) Field trips
      - (d) Use of private vehicles
      - (e) Transportation Fee Program
      - (f) Fleet schedule
    - (8) Employee safety
    - (9) Budget and financial management
  - b. Manage district facilities and property programs
4. Food Service
  - a. Administrative oversight of the Food Service Program, including
    - (1) Organization, employment and assignment of staff
    - (2) Facilities, supplies and equipment
    - (3) Nutrition and health standards
    - (4) Employee safety
    - (5) Budget and financial management

C. QUALIFICATIONS

1. Possession of current, valid, appropriate California credential(s), certifications, or degrees
2. Requires active membership in ACSA (Association of California Administrators) and maintenance of an active cell phone account

D. PHYSICAL REQUIREMENTS

1. Ability to see for purposes of reading correspondence, documents, and other printed matter
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person, on the telephone, and/or on two-way radio

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk and/or conference table for long period of time, using computer and telephone for prolonged periods of time, and reaching in all directions

Board Approved: 01/24/11  
REVISED: 08/12/15