

The Assistant Director of Business Services is a specialized assignment that requires leadership and the ability to effectively coordinate and collaborate in the ongoing planning, implementation and development of the area of assignment. The Assistant Director will work closely with the Department Director and ensure that departmental programs are established and effectively carried out efficiently and effectively. The Assistant Director shall serve as the program area lead and serve as a key resource person for the implementation of assigned programs. The Assistant Director reports to the Director of the Department and works collaboratively with other staff throughout the district, including school administrators in supporting the business operations of the district.

Chain of Command

The Assistant Director of Business Services reports to the Director of Business Services.

Competencies of the Assistant Director of Business Services

- **Accountability:** Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes.
- **Results Oriented:** Drives towards achievement of challenging goals, through a disciplined approach to work, using risk analysis, aligning strategy and mission, and regularly reviewing key measures of results.
- **Resilience:** Deals effectively with pressure; remains optimistic and persistent, even under adversity. Recovers quickly from setbacks.
- **Transformational Leadership:** Assumes leadership of a group to rapidly address the need for change within an organization.
- **Problem Solving:** Identifies and analyzes problems; weighs relevance and accuracy of information; generates and evaluates alternative solutions; makes recommendations.
- **Communication:** Effectively communicates to audiences in diverse situations through strong written and verbal communication skills.
- **Developing Others:** Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn and increase capabilities.
- **Innovation:** Develops new insights into situations; questions conventional approaches; encourages new ideas and innovations; designs and implements new or cutting-edge programs/processes.
- **Vision:** Takes a long-term view and builds a shared vision with others; acts as a catalyst for organization change. Influences others to translate vision into action.

Essential Duties

- Collaborates with the Director of Business Services regarding the management of the Department and
- Fulfilling the District's missions and goals.
- Supervises and evaluates specified Business Services staff providing feedback, direction, guidance as well as establish goals, objectives and priorities.
- Responsible for overseeing staff and completion of work in one or more of the areas: Purchasing, Fixed Assets, Accounts Payable, Accounts Receivable, Payroll, Budget, Grants, Medicaid and Food Services.
- Collaborates with school and district administrators on the capital needs of staff and the district.
- Trains or facilitates training for new personnel in the department.
- Leads legal hiring processes for openings within the department and recommends applicants for hire. Provides and/or recommends training for new hires and coordinates, schedules, prioritizes and assigns tasks/projects.
- Develops ongoing metrics, monitoring and reporting processes to measure program effectiveness and efficiency to ensure continuous improvement.
- Maintains and applies knowledge of the Arizona Uniform System of Financial Records, Arizona Administrative Code procurement requirements, relevant Generally Accepted Accounting Principles and relevant state law and federal code.
- Performs other duties as assigned/required.

Essential Duties Based on Area of Assignment:

- Medicaid:
 - Manages and oversees the staff who conduct the District's federal Medicaid reimbursement program to ensure compliance with state and federal requirements.
- Food Service:
 - Monitors and manages the food service private vendor contract to ensure compliance with state and federal requirements for the numerous food service programs available to the district.
- Purchasing:
 - Coordinates and directs the district's bidding and procurement practices to ensure compliance with state and federal purchasing requirements.
 - Collaborates with management and staff to accomplish tasks related to the successful procurement and distribution of required products and services. This includes complex analysis and the development of solutions to key business problems.
 - Responsible for staff supervision and support in the areas of vendor database management, bidding, contracts and purchasing. Maintains systems for organizational performance and operational success and ensures department goals and objectives are met and department operations are in compliance with legal and agency requirements.
 - Oversees the preparation of specifications, bid invitations, and RFPs. Conducts public bid openings, bid analysis, vendor selection, product evaluation, and product recommendations of award to Governing Board or designee.
 - Evaluates supplies, equipment, and services utilized by a variety of schools and/or programs. Interviews sales representatives, architects, contractors, and vendors. Determines costs, quality, and efficiency of delivery of services, equipment, or products.
 - Reviews and processes requisitions to ensure compliance with contract pricing, procurement thresholds and District policy.
 - Provides technical advice to staff, schools, departments and instructional committees on product specifications, quality, cost, procurement process and timelines for ordering and delivery of products, equipment or services.
 - Support and assist schools and departments.

- Coordinates directly with Facilities and Construction staff on new and continuing construction related Bids, RFPs and contracts, including cooperative contracts and Job Order Contracts.
- Manages procurement related annual compliance and financial audit requirements to be in alignment with year- end reporting timelines and subsequent annual financial audit requirements.
- Manages the development of bidding in accordance with state procurement regulations. In conjunction with purchasing staff, coordinates the award process and facilitates contract award. Monitors vendor contract usage and associated terms and compliance.
- Budget:
 - Supports the preparation of annual district budget, state reporting and preparing the Annual Financial Report.
 - Assist in the development of school and department budgets, and managing and oversight of the District budget. Assists in the process and procedure development as they pertain to budget development, resource allocation and internal audits.
 - Gathers data, create reports and provides budget, expenditure and revenue information.
 - Responsibilities include funding PARs, reporting Classroom Site Fund and bond and override reporting.
- Payroll:
 - Management and oversight of payroll and staff to ensure completion of all payroll functions including the computation and posting of employees' time worked; oversight and production of timely and accurate payrolls; transfer of funds for direct deposit; and maintaining appropriate deductions and absence records for all employees. Responsibilities include preparing required payroll reports for employee and employer taxes, retirement, annuities, social security, garnishments, Medicare, unemployment and state and federal audit reports as needed; computing payroll adjustments and withholding taxes; preparing W2 forms for all employees; and preparing reports to the Arizona Department of Labor and the Internal Revenue Service. The Payroll Manager provides quality assurance for all payroll functions and supervises payroll staff.
- Fixed Assets:
 - Management and oversight of staff to ensure the fixed assets of the District are properly maintained according to state and federal requirements.
- Grants:
 - Management and oversight of staff who conduct independent work and provide professional recommendations in the areas of federal and state grants data collection, analysis, and reporting. Work involves collecting, summarizing, and analyzing a variety of data to support organizational and stakeholder understanding of District efficacy and efficiency. Additionally, responsible to ensure the District's grants program is in compliance with state and federal requirements, and evaluates the District's grants program from a financial and compliance purpose.
- Accounts Receivable:
 - Management and oversight of staff who ensure proper accounts receivable practices are developed and implemented. Ensure the proper collection of revenues, and oversight of all local, state and federal reporting.
- Accounts Payable:
 - Management and oversight of staff who ensure proper payment to vendors according to state and federal requirements. Ensure the proper oversight of accounts payable.

Minimum Qualifications

- Bachelor's Degree in appropriate discipline and three years experience in a directly related field are required; based upon assignment, Master's Degree in an appropriate discipline and/or teaching

experience may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Preferred Qualifications

- Bachelor’s degree or related experience and seven years of increasing responsibility with experience in AZ school Business Services.

Licensing/Certification Requirements

Valid AZ Fingerprint Clearance Card required.

Date

Updated

03/22/2023