



## ***EL TEJON UNIFIED SCHOOL DISTRICT***

**Katherine A. Kleier**  
District Superintendent

### **CLASSIFIED JOB OPENING**

<b>POSITION:</b>	Director II Fiscal and Administrative Services
<b>SALARY RANGE:</b>	\$6,167.16 to \$6,873.58 per month
<b>SELECTION PROCESS:</b>	Qualifications and suitability for the position will be assessed in an oral interview.
<b>APPLICATION PROCEDURE:</b>	Interested personnel should submit a letter of interest to Katherine Kleier by Thursday, October 18, 2012.
<b>PRE-EMPLOYMENT</b>	Your appointment is not assured until you have passes this physical.

El Tejon Unified School District  
**DIRECTOR II**  
**FISCAL AND ADMINISTRATIVE SERVICES**  
Job Description

**JOB SUMMARY:**

Under direct supervision of the Superintendent, has the responsibility for the maintenance and operations of buildings, equipment, machinery, boilers, grounds, warehouses, custodial functions, and all maintenance and operation and transportation staff. Plans, Organizes and directs the operation of the district pupil transportation program, the maintenance and repair of district vehicles and equipment, and does related work as assigned.

Plans, organizes, controls and directs the District's fiscal and business activities in coordination with personnel and educational services operation of the District Plans, organizes and directs business services, including budget preparation and control, purchasing, administration of classified services supervision of food services, and related work as assigned.

**REQUIRED QUALIFICATIONS:**

Knowledge of:

**Maintenance Operations and Transportation:**

Know methods, materials, tools, practices, occupational hazards and safety precautions of building, electrical and mechanical trades; tools, materials and equipment used in building maintenance work. Operational schedules and principles of supervision and training for custodial crews;

Practices and problems of operating a school transportation system;

Principles and practices of effective supervision and training;

Provisions of the California Motor Vehicle Code, State Education Code and other legal mandates relating to education;

Methods and practices pertaining to the operation of heavy automotive equipment repair.

Principles and methods used in a program of preventive maintenance for automotive equipment.

Safe driving practices.

**Business Services:**

School financing;

Fiscal management of a school district budgeting;

Budget organization and purchasing;

Warehouse and food services program.

Ability to:

Recruit, direct and supervise classified personnel;

Plan and supervise the work of a staff of classified employees.

Evaluate programs and procedures.

Work from sketches or plans for improvements or alterations of buildings and equipment.

Make accurate estimates of time and materials required for maintenance and custodial work.

Recognize and direct repair of malfunctions in equipment.

Designate bus routes, stops and traffic hazards.

Maintain transportation records.

Work independently.

Maintain effective relationships with employees, departments and the public.

Prepare clear and comprehensive reports;

Learn, interpret and apply complex policies, administrative regulations and operational procedures;

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Communicate effectively in oral and written form;  
Make arithmetical calculations with speed and accuracy;

### Experience, Training Guidelines and Education:

Bachelor's degree or equivalent training in business or public administration, accounting or economics.

Chief Business Officer Certificate preferred

Three years experience working in an educational organization with at least one year in a lead supervisory capacity preferred.

Knowledge of business practices, budget control, financial and accounting recordkeeping, technology techniques, school district finance, and general office practices.

Training or coursework in building maintenance and management.

Knowledge of school construction and practices.

Five years experience in the operation and maintenance of mechanical equipment, involving skilled, electrical and mechanical or building trade work.

Experience in supervision and building maintenance or a related field.

Three years experience in automotive repair work or in school transportation of fleet operations work.

Experience with snow and ice road conditions.

License: Possess a valid California Driver's License.

Salary Range: \$74,006 - \$82,483 annually, 8 hours per day, 5 days a week, 12 months.

### **ESSENTIAL FUNCTIONS OF THIS POSITION:**

#### **Maintenance Operations and Transportation:**

1. Makes inspections to determine necessary repairs and improvements and may personally perform tasks in the repair and maintenance of machinery, buildings, air conditioning equipment, compressors and various other mechanical equipment.
2. Confers with administrative personnel regarding maintenance and operations problems.
3. Schedule and evaluate personnel in the department.
4. Assist in planning and implementing in-service training programs for all maintenance & operations staff.
5. Following district guidelines, coordinates the disposal of obsolete district equipment.
6. Coordinates and works closely with the SISK representative on the district's Asbestos Management plan and Safety Plan. Performing inspections and correcting identified problems and areas of concern.
7. On a yearly basis, develops and implements the entire five-year deferred maintenance plan for the district, following State guidelines.
8. Selects and purchases appropriate supplies and materials as needed.
9. Prepare all reports, including accounting, as required.
10. Prepares bus routes and schedules in accordance with traffic conditions, hazards, and pupil loads.
11. Schedules, routes, and assigns personnel for field trips.
12. Plans, conducts and supervises bus driver training programs.
13. Handles complaints and requests for information from parents and citizens pertaining to the district transportation of students.
14. Refers student discipline problems to the school principals.
15. Furnishes needed information for transportation reports including records of mileage and operation costs;
16. Perform bus inspections as required by law.
17. Inspect road conditions in winter months and make determinations as to safe operating conditions.
18. Recommends bus run delays or cancellations to the Superintendent.
19. Makes recommendations for the sale and purchase of transportation equipment.

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**Business Services:**

1. Responsible for administration and operation of all business and financial functions of the District, including accounts payable, budget, distribution services, fiscal projects, insurance, inventory, payroll, purchasing, maintenance, operations, transportation, and school facilities.
2. Develops and implements long and short term plans and activities to meet both educational and fiscal solvency goals of the District.
3. Provides advice and counsel to the Superintendent, Board, and others on all matters relating to the functions of Business Services in the District.
4. Provide leadership and direction in working with principals, staff, parent groups, and the community to read and understand fiscal data, including financial reports.
5. Establish and maintain complete and adequate accounting systems for general and special funds, including student body funds, cash receipts and disbursements, and school properties; and works closely with external auditors to assure efficient and responsive audit of District funds.
6. Serves as a member of the Management Team and Negotiations Team for both certificated and classified employee bargaining units.
7. Prepares reports and recommendations for the Superintendent and Board of Education, including comprehensive financial data covering all aspects of school finance.
8. Monitors and reviews existing and proposed laws and legislation related to school finance and other business functions.
9. Compiles, analyzes, consolidates and supervises the preparation of the annual budget for approval and adoption by the Board of Trustees.
10. Coordinates the preparation of the Business Services section of the Board of Trustees agenda and participates in all regular and special meetings of the Board of Trustees.
11. Analyzes and audits major account classifications for accuracy to ensure that the accounts are maintained within budgetary limits.
12. Supervise the preparation of federal, state and attendance accounting.
13. Prepare specification for materials, supplies and equipment purchased through bids and/or quotations, and approves purchases of all supplies and equipment for the District.
14. Provide general supervision of all contracts and business transactions of the District including developer fees and construction projects.
15. Handles workers compensation and unemployment insurance matters.
16. Maintain confidentiality relative to school-related matters.
17. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

1 = Seldom = Less than 25 percent 3 = Often = 51-75 percent  
2 = Occasional = 25-50 percent 4 = Very frequent = 76 percent and above

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| 4 | a. | Ability to sit for extended periods of time.  |
| 1 | b. | Ability to stand for extended periods of time.  |
| 4 | c. | Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| 4 | d. | Ability to hear and understand speech at normal levels.   |
| 4 | e. | Ability to communicate so others will be able to clearly understand a normal conversation.                                    |
| 4 | f. | Ability to bend and twist, kneel and stoop.   |
| 2 | g. | Ability to lift 40 lbs.   |
| 3 | h. | Ability to carry 40 lbs.  |
| 2 | i. | Ability to reach in all directions  |
| 2 | j. | Ability to work at heights.   |
| 2 | k. | Ability to ascend and descend ladder.   |
| 4 | l. | Ability to work in the elements (extreme temperatures).   |

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other related duties as assigned.

Employee: \_\_\_\_\_ Date:

Authorized Representative: \_\_\_\_\_ Date:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Approved: October 10, 2012