

# **Shoreline Unified School District**

## **A Dynamic Professional Opportunity**

### **CHIEF BUSINESS OFFICIAL**

The Board of Education of the Shoreline Unified School District invites highly qualified candidates with strong leadership skills to apply for the position of Chief Business Official. The Board of Education is seeking highly qualified candidates to lead the District's business operations and a highly competent and professional staff in continuing the District's outstanding tradition of financial solvency coupled with academic excellence.

The Shoreline Unified School District seeks a Chief Business Official with the following characteristics:

- A commitment to all students
- Honesty and integrity
- A high energy level and strong work ethic
- Outstanding organizational, managerial, communication and listening skills
- Strong interpersonal skills as well as the knowledge and ability to design, implement, and maintain sound financial practices for the benefit of the students and educational programs
- A sense of humor
- Bilingual in Spanish preferred

#### **PROFESSIONAL PROFILE**

The District seeks a Chief Business Official who possesses the following knowledge and skills:

- Principles and practices of budgeting and accounting, particularly as they relate to a California school district;
- Principles of public administration, personnel administration, business office management, training and supervision;
- Principles and techniques of data processing systems/management information systems;
- Ability to plan, organize, develop, and direct all business-related operations for the District, including budgeting/finance, accounting, payroll, risk management, building/construction, purchasing, food services, and maintenance/operations;
- Oversees the payroll and accounts payable staff;
- A commitment to transparency involving all aspects of the District's budget and finances;
- Long and short term financial planning processes;
- In coordination with the Superintendent, directs the overall planning and management of the Business Office with specific responsibility for budget development and monitoring, accounting, fiscal management, investment, and technology;

- Assemble and analyze data and make appropriate recommendations for fiscal and budgetary actions;
- Function under limited time constraints;
- Prepare and present oral and written reports;
- Establish and maintain cooperative working relationships with staff and the public;
- Serve as primary liaison to external community agencies and foundations;
- Other duties as assigned.

### **EDUCATION/EXPERIENCE**

Seeking a business professional that possesses at least a bachelor's degree from an accredited college or university

Chief Business Official certification preferred

Possess three years of increasingly responsible business and administrative experience at the management level, preferably in a school district.

The candidates selected to be interviewed will meet with a district committee comprised of representatives from all employee groups and community members as well as a committee of peers. The committees will identify candidates to be interviewed by the Superintendent and other district representatives. The Superintendent reserves the right to visit the districts and communities of candidates prior to a final decision.

Any contact with Board Members, in an attempt to influence the selection process, will be considered a breach of professional ethics.

### **APPLICATION REQUIREMENTS**

In order to be considered, the candidate must provide:

- A fully completed application form (via Edjoin)  
<https://www.edjoin.org/Home/JobPosting/986885>
- Or submit required documents to: Shoreline Unified School District, PO Box 198, Tomales, CA 94971
- A letter of interest describing your reasons for applying for this position
- A resume'
- Three current letters of recommendation (within the last year)
- Fingerprint clearance
- Negative TB clearance

### **SALARY AND WORK YEAR**

- Work year is 230 days
- Salary range \$102,894 - \$128,500 per year, depending on experience. Excellent benefits package

**Application must be received by Thursday, November 30, 2017, at 4:00 p.m.**

**Interviews scheduled for Friday, December 8, 2017**

**Open until filled**