

**ASSISTANT SUPERINTENDENT, BUSINESS SERVICES****GENERAL RESPONSIBILITIES**

In accordance with Board Policy No. 3000, the Assistant Superintendent, Business Services, serves the Superintendent and is responsible for the functioning of the non-instructional operations of the District in the categories as follows:

- Accounting and Payroll
- Purchasing
- Construction
- Contracts
- Transportation
- Maintenance and Operations
- Food Service

**RESPONSIBILITIES AND DUTIES**

The Assistant Superintendent, Business Services, shall:

1. Be responsible for compilation of, and control of, the District budget.
2. Be responsible for maintenance of accounting records and preparation of financial reports.
3. Be responsible for internal audit.
4. Be responsible for payroll preparation.
5. Develop and assist in the development and maintenance of an adequate level of insurance coverage incorporating all areas of District protection.
6. Maintain a facility use program.
7. Be responsible for the operation of the food service program.
8. Maintain District buildings, grounds, and equipment.
9. Maintain a security program.
10. Be responsible for custodial operations and maintenance of District grounds.
11. Be responsible for procurement of all supplies and equipment.
12. Provide for the operation of the District mailroom service and intradistrict delivery system.

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13. Responsible for the transportation of pupils including home-to-school, special trips, special education.
14. Provide for a maintenance program for District vehicles.
15. Administer a program of contractual relations management.
16. Provide for the operation of the District reprographic room.
17. Be responsible for an asset inventory control system.
18. Be responsible for a District safety program including CAL-OSHA compliance.
19. Develop and maintain a civil defense program and a disaster and emergency preparedness plan.
20. Coordinate health benefits plan(s).
21. Coordinate existing data processing program and promote development of future program needs.
22. Coordinate present word processing procedures and plan promotion for additional usage and expansion.
23. Develop and implement policies, procedures, rules and regulations of the Business Services Division.
24. Oversee District construction and modernization programs.
25. Perform other duties as assigned by the Superintendent.