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*An Invitation to Apply for the Position of*  
**CHIEF BUSINESS OFFICIAL**

**HILLSBOROUGH CITY SCHOOL DISTRICT**  
**San Mateo County**  
*An Equal Opportunity Employer*

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*“We educate the whole child in a nurturing environment to empower each student to become a contributing and responsible participant in our changing world”*

The Hillsborough City School District is located in San Mateo County, in the suburban community of Hillsborough on the San Francisco peninsula.

The District offers an outstanding instructional program to its students. The District receives an extremely high level of support from the community in the form of extensive volunteerism and significant fund raising. The Hillsborough Schools Foundation provides financial resources for programs throughout the District. The goals of the District ensure that students have a rich curriculum, which emphasizes a strong core academic program.

The District feels strongly about social/emotional learning, as well as academics, and prides themselves in helping to nurture children in these areas.

**HILLSBOROUGH CITY SCHOOL DISTRICT  
BOARD OF TRUSTEES**

**Lynne Esselstein, President**  
**Margi Power, Vice President**  
**Gregory Dannis, Clerk**  
**Don Geddis, Member**  
**Gilbert Wai, Member**

**Anthony Ranii**  
**Superintendent**

Maureen Evans and Suzanne Speck, Search Advisors  
School Services of California, Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
(916) 446-7517 • FAX (916) 446-2011  
Email: [kims@sscal.com](mailto:kims@sscal.com)

## THE POSITION

The Hillsborough City School District is seeking an outstanding Chief Business Official who is a strong leader committed to the continued success in our schools.

This senior management level position works under the administrative direction of the Superintendent, and serves as a member of the District's Administrative Council.

The Chief Business Official is responsible for the overall operations of the Business Services Department and Hillsborough Recreation Department. The candidate must have an in-depth knowledge of school business, including budget preparation, accounting and payroll services, and maintenance and operations.

## ABOUT THE DISTRICT

The District serves more than 1,500 K-8 students in 4 school sites, including 3 elementary schools and 1 middle school. Students are served by approximately 174 full-time and part-time certificated and classified staff. The average class size is 22:1 in grades K-3 and slightly higher in upper grades.

The District has been able to attract a superb instructional staff that seeks high academic performance for all students. Academically, the District's students score among the highest for districts in California and the nation.

The District is a basic aid/community-funded District, with local property taxes providing the primary source of resources, and with an average General Fund expenditure of approximately \$15,145 per student. Almost 27% of the per-pupil expenditure is derived from other local sources, including a parcel tax and the Hillsborough Schools Foundation.

The District has a General Fund budget of \$23 million.

## DUTIES AND RESPONSIBILITIES

The Chief Business Official provides districtwide leadership and supervision in the following areas:

- Directly responsible for coordination and management of the business services of the District and the Recreation Department
- Develops budgets and financial forecasts to provide financial guidance and recommendations to administrative personnel, the Superintendent, and/or Board
- Maintains District fiscal records and prepares fiscal reports for the

District, county, state, Recreation Commission, and federal agencies

- Provides for payroll, purchasing, and insurance services; develops and maintains an inventory control system; and develops and implements special projects as assigned by the Superintendent
- Directly responsible for management and coordination of programs for the maintenance and operations of District buildings, grounds, and equipment, including planning and implementing facilities changes and improvements, and supervision of staff
- Manages assigned program and/or departmental responsibilities in order to achieve outcomes in relation to organizational objectives, and ensures conformance with legal, financial, and District requirements
- Participates in the preparation of Board agendas and reports; keeps the Board well informed; makes recommendations as requested on all matters under his/her supervision; works with the Board, administrative staff, teachers, and parents as appropriate, to develop policies in the areas of his/her responsibility
- Acts as a member of the District negotiating team representing the Board of Trustees of the District in collective bargaining negotiations
- Directly responsible for coordination and management of business services and personnel contracts of the Hillsborough Recreation Department
- Advises Superintendent on issues and/or problems, providing information (pros and cons) for making knowledgeable decisions that are legally compliant
- Monitors fund balances of assigned programs and related financial activity to ensure that allocations are accurate, related revenues are generated, expenses are within budget limits, and fiscal practices are followed
- Analyzes a variety of financial information in order to provide required fiscal direction and support, make recommendations, maximize use of funds, and/or ensure overall operations are legally compliant and within budget parameters

## QUALIFICATIONS

The successful candidate will have:

- A bachelor's degree in accounting or finance or related field

- Experience in school district business management (preferred)
- Exemplary communication skills and proven ability to write and verbally present clear and concise management, finance, and related reports
- Strong interpersonal skills demonstrated by the ability to establish and maintain effective team relationships

## SALARY

The salary range for this position is \$132,647 to \$161,384. A stipend of \$2,000 is offered for a master's degree; a stipend of \$3,500 is offered for a Ph.D. Health benefits are offered, which are included in the salary.

## APPLICATION PROCEDURE

To open a file and be considered initially, a candidate must provide:

- A letter of interest and resumé
- A one-page application form available at [www.sscal.com](http://www.sscal.com)

Letters of recommendation, prior to the initial interview, are welcome but are not required. Any additional materials that are forwarded by the candidate may be considered at any appropriate point in the selection process. Extensive references, including comprehensive background and credit checks, will be required of all finalists.

All materials provided are confidential.

## TENTATIVE SELECTION TIMELINE

*Application Deadline..... 11/17/14*  
*Paper screening completed ..... 11/19/14*  
*Planned candidate interviews ..... 12/2/14*  
*Planned final interviews ..... 12/9/14*  
**Appointment by Board ..... 12/10/14\***  
*\*(Finalist must be available for contract negotiations)*

**Note:** Dates shown above are for planning purposes, but sometimes change. Check our website for current dates.

## CONTACT

School Services of California, Inc., (SSC) will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **November 17, 2014**. Please forward application materials and requests for information to:

Maureen Evans and Suzanne Speck  
Search Advisors  
Hillsborough City School District  
c/o School Services of California, Inc.  
1121 L Street, Suite 1060  
Sacramento, CA 95814  
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Email: [kims@sscal.com](mailto:kims@sscal.com)