

BUSINESS MANAGER

Under the direction of the Superintendent/Principal, the Business Manager is responsible for the planning, organizing, implementing, and managing of all business services for the District. The Business Manager works closely with the Santa Barbara County Education Office (SBCEO) to provide leadership, management skills, and technical expertise to assume responsibility for all business services and fiscal operations of the District including budget, fiscal management, purchasing, payroll, health benefits, retirement, grant and construction accounting, and risk management. A Bachelor of Arts or Science degree from an accredited college or university with a major in accounting, business management, finance, or closely related discipline is required. A Master of Business Administration (MBA) and additional formal training and/or education related to California public school business training are desirable.

Application Packet must include:

1. Completed Cold Spring School District classified employment application.
2. Cover Letter.
3. Current Resume.
4. Three current letters of reference from California public school professionals.

Deadline to apply: June 23, 2017 at 4:00 pm

Start Date: Tentative, Monday, July 17, 2017

Employment Type: Full Time

Salary Range: \$6,986.12 to \$8,916.26, steps A-F, negotiable based on experience, monthly salary placement.

Benefits: Position is eligible for employer contribution toward health benefit premiums.

Other: Resume not accepted in lieu of application.

Freedom of Tuberculosis and fingerprint clearance are required before employment.

Questions: Please contact Coral Godlis at cgodlis@coldspringschool.net

Submit completed application materials to Coral Godlis, at cgodlis@coldspringschool.net

Or, drop off at: Cold Spring School District Office
2243 Sycamore Canyon Road
Santa Barbara, CA 93108

Office hours 8 am – 4:30 pm Monday - Friday