



Contra Costa County Office of Education Is Seeking a Deputy Superintendent, Business Services

THE POSITION

Under the direction of the Superintendent, the Deputy Superintendent, Business Services plans, organizes, controls and directs the operations, activities and services of the Business Administrative Services Division including accounting, budget, district business services, maintenance and operations and information technology systems functions; directs and participates in the preparation, development, analysis, maintenance, auditing and adjustment of the Contra Costa County Office of Education (CCCOE) budget and also reviews local school district budgets; coordinates and directs personnel, resources, communications, and information to meet CCCOE and school district needs and assure smooth and efficient division activities.

The Deputy Superintendent, Business Services is a member of the Superintendent’s cabinet and participates on state and local committees and boards. Effective incumbents of this position lead through collaboration and possess effective communication skills.

Click [here](#) for the full Job Description.

ABOUT CCCOE

Located in the East Bay of the San Francisco Bay Area, CCCOE has the ninth-largest public school student population in the state at approximately 173,000.

CCCOE operates within a budget of \$88 million while providing support services to 285 schools in 18 school districts and 6 community colleges. These services range from budget approval and fiscal support, to technology infrastructure and communication support.

In addition, CCCOE provides some of the best, high-level professional development opportunities for educators in the entire state.

CONTRA COSTA COUNTY OFFICE OF EDUCATION

Lynn Mackey
County Superintendent of Schools

Board of Education
Consuelo Lara, President
Mike Maxwell, Vice President
Sarah G. Butler, Member
Anamarie Avila Farias, Member
Annette Lewis, Member

**Contra Costa County Office
of Education**
Contra Costa County
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have any combination equivalent to:

- A master’s degree in a business-related field (doctorate degree preferred)
- Eight years of administrative experience working with fiscal operations and activities in an educational or related setting

SALARY

The salary range for this position is \$188,006 - \$228,521. Additional earnings include stipends of \$2,086.13 for a master’s degree and \$2,386.13 for a doctorate degree. In addition to this salary a cell phone stipend, and an attractive benefits package are also offered.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and résumé
- One-page application form available at www.sscal.com/lea-career-opportunities

An extensive reference list, including comprehensive background and credit checks, will be required of all finalists. All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline..... 2/21/2023
Paper screening completed..... 2/23/2023
Planned candidate interviews 2/27/2023
Planned Second Round interviews.... 3/8/2023
Planned final interviews..... TBD

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC’s website for current dates.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **February 21, 2023**. Please forward application materials and requests for information to:

Danyel Conolley and John Gray
Contra Costa County Office of Education
c/o School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: JoshF@sscal.com and JoannaD@sscal.com



Candidate Number: <i>(For Office Use Only)</i>
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AGENCY NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and résumé.

Name: <hr/> Address: <hr/> City, State, Zip: <hr/> Type of current organization/district (K-6, K-12, etc.): <hr/> Annual Budget: <hr/>	Date: <hr/> Email: <hr/> Home Telephone: <hr/> Cellular Telephone: <hr/> Office: <hr/> At what number do you prefer us to contact you? _____ <hr/>
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Record of Professional Education

Institution/Campus:	Major:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment:	District/Agency:	Enrollment:
_____	to	_____	_____
_____	to	_____	_____
_____	to	_____	_____
_____	to	_____	_____
_____	to	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

(Signature)

I heard about this position through: SSC Searchlight:
 SSC Email: SSC Website: SSC LinkedIn:
 CALSA: CASBO: ACSA: EDJOIN: Other:

Please return this form to:
 Search Advisors ▪ c/o School Services of California Inc. ▪ 1121 L Street, Suite 1060, Sacramento, CA 95814
 (916) 550-9489 ▪ Email: joshf@sscal.com