



## **Chief Business Officer (CBO)**

### **Job Description**

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**Reports To:** Superintendent of Schools

**Directly Supervises:**

- Finance
- Budget & Accounting
- Procurement & Contracts
- Payroll & Benefits
- Facilities & Capital Programs
- Transportation
- Food & Nutrition Services
- Safety & Risk Management
- Warehouse & Logistics Operations

### **POSITION SUMMARY**

The Chief Business Officer (CBO) serves as the district's senior executive leader, providing strategic direction and oversight to the directors of finance, operations, facilities, transportation, food services, procurement, risk management, and capital planning.

The CBO provides strategic, transparent, and ethical stewardship of public resources to ensure that financial and operational systems directly support student achievement, school safety, equity, and long-term sustainability.

The CBO serves as a key member of the Superintendent's Cabinet and principal advisor to the Board of Education on all fiscal and operational matters and actively participated in division-wide planning, implementation, and evaluation of programs and services. They serve as the primary liaison between the Superintendent's office and various school constituencies, as well as federal, state, and city government officials.

### **CORE LEADERSHIP RESPONSIBILITIES**

#### **1. Strategic Financial and Operational Leadership**

- Develops and drives implementation of a coherent and transparent financial strategy aligned to the District Strategic Plan.

- Oversees preparation and administration of the annual operating budget, capital budget, and long-range financial projections.
- Engages in short- and long-term planning with department directors to ensure accountability and effective resource utilization while seeking and implementing innovative and adaptive solutions to operational challenges.
- Ensures equitable allocation of resources based on student needs.
- Oversees tax levies, ISBE reporting, and required state and federal submissions.
- Monitors fund balance, reserves, debt service, and days cash on hand.
- Leads bond planning and capital financing strategies.
- Directs all functions consistent with school goals while ensuring compliance with federal and state regulations.

## **2. Accounting, Compliance & Risk Management**

- Ensures compliance with GAAP, GASB, Illinois School Code, and ISBE regulations.
- Oversees internal and external audits and implements corrective actions.
- Oversees payroll, benefits compliance, and labor-related fiscal obligations.
- Leads district-wide risk management (liability, property, vehicle insurance, safety protocols) to protect the district's human and financial capital.
- Oversees FOIA financial responses and transparency reporting.

## **3. Operations & Support Services Leadership**

- Provides executive oversight of:
  - Transportation services
  - Food & Nutrition Services
  - Warehouse & logistics operations
  - Cross-functional operational services
- Ensures operational efficiency, performance metrics, and cost control.
- Develops service-level standards and dashboards for on-time transportation, meal participation, maintenance response times, and procurement cycles.
- Responsible for the development, refinement, and implementation of the division's crisis management plan.

- Coordinates the response to school emergencies.
- Leads operational continuity planning to ensure safety and stability.

#### **4. Facilities & Capital Programs**

- Oversees facilities planning, maintenance, construction, renovation, and capital improvements.
- Leads long-range facilities master planning.
- Coordinates bond program planning and community engagement.
- Ensures compliance with OSHA, environmental, and safety standards.
- Oversees building rentals, property leases, and asset management.
- Implements asset lifecycle management and preventive maintenance systems.

#### **5. Procurement & Contract Governance**

- Directs preparation and execution of district contracts.
- Oversees RFP processes and bid compliance.
- Ensures purchasing transparency and compliance with Board policy.
- Implements procurement modernization and automation systems.

#### **6. Board & Community Relations**

- Presents financial and operational data clearly to the Board and community.
- Facilitates Finance Committee meetings.
- Serves as liaison with county officials, ISBE, municipal leaders, and business partners.
- Builds trust through fiscal transparency and public reporting dashboards.
- Negotiates and collaborates with city, county, and state officials to align district operations with broader community development.

### **QUALIFICATIONS**

#### **Education**

- Master's degree in Business Administration, Public Administration, Finance, Accounting, or related field (required)
- CPA, MBA, Ed.D., or relevant advanced certification (preferred)

## **Experience**

- Minimum five (5) years senior-level experience in public sector finance or operations (preferred)
- Experience in school district finance strongly preferred
- Experience overseeing multi-functional operational divisions
- Experience with capital programs and facilities management preferred

## **LEADERSHIP COMPETENCIES**

The CBO will:

- Demonstrate ethical leadership and fiscal integrity
- Align resources to improve student outcomes
- Lead through transparency and data
- Promote operational excellence
- Build high-performing teams
- Drive continuous improvement and accountability

## **GOVERNANCE & REPORTING**

- Reports directly to the Superintendent
- Serves as a member of the Superintendent's Cabinet
- Provides regular student support and compliance reports to the Board
- Evaluated annually based on student outcome metrics and compliance performance

## **TERMS OF EMPLOYMENT**

Salary, fringe benefits, and work year as established by the Board of Education.

Evaluation: Performance evaluated annually by the Superintendent.

FLSA Status: Exempt

Status: Revised February 2026