

**Keith D. Crafton**  
3840 Wisteria Street  
Seal Beach, CA 90740  
(562) 397-6217  
E-Mail: [kcrunner5@gmail.com](mailto:kcrunner5@gmail.com)

## **QUALIFICATIONS**

Over 30 years of experience in organizational administration and management. An accomplished leader with effective analytical and problem-solving techniques. Proven ability to initiate new endeavors and exceed organizational goals. Excellent written and oral communication skills. Strong motivational, leadership and team building abilities.

## **PROFESSIONAL EXPERIENCE**

**Westminster School District**  
Westminster, California

**2020-present**

### **Assistant Superintendent Business Services**

Administrative direction, plans, organizes, directs and administers the Business Services functions of the District including budget, accounting, payroll, insurance, risk management, food services, purchasing, warehousing, maintenance, operations and transportations, capital improvements. Advises, technical expertise and assistance to the Superintendent on matters regarding District business, finance, contract administration, school site acquisition, sales and building programs, and facilities management.

**Los Angeles County Office of Education**  
Downey, California

**2002- 2020**

### **Director, Business Advisory Services**

Manage and lead the activities of the business division including legally mandated and elective business and financial services related to school district fiscal oversight (AB1200), solvency monitoring, analysis and approval of district budgets (LCFF and LCAP), mandated fiscal reports, certification of district fiscal data, revenue projects, school district organization, school elections, pooled financing program, Unemployment Insurance, school facilities support programs and School Based Medi-Cal Administrative Activities (SMAA).

### **Assistant Director, Regionalized Business Services**

Responsible for mandated and entrepreneurial business programs including; Joint Powers Authority (JPA) activities, unemployment insurance, School Based Medi-Cal Administrative Activities (SMAA), school district elections and governance, and activities related to school facilities support programs. Serve as the Designated Secretary to the Los Angeles County Committee on School District Organization. Implemented technology upgrades throughout the division including complete rework of division web page on organization web site. Developed and manage budgets for all areas of responsibility and prepare the overall budget for the division. Consult and advise federal, state, and local officials to ensure compliance with statutes, rules and regulations related to areas of responsibility.

### **Assistant Director, Business Services**

Responsible for the overall administrative direction, planning, and organizing the activities of the Division of Career and Workforce Development/Regional Occupational Program (CWD/ROP) serving 23 partner school districts in Los Angeles County. Responsibilities included budget preparation and administration, business operations, human resources, management information systems, financial analysis, purchasing,

facilities, contracts and other business operations. Implemented new technology tools for budget tracking for school district program budgets. Responsible for complete reshape of division web page. Selected, managed and evaluated staff. Developed and updated business and operations related policies and guidelines for division.

### **Administrative Services Officer**

Directed the overall management and efficiency of the Forms Services, Mail Services, Records Management, Reprographics, Security Services and Telecommunication sections for the largest intermediary educational agency serving 1.7 million students in 80 school districts. Served as the Executive Director of the Joint Educational Transit (JET) Joint Power Authority (JPA). Responsibilities included planning, directing, coordinating and managing a wide variety of centralized office and administrative service units to support office operations. Responsible for development and implementation of divisions' internet web page. Coordinated Emergency Preparedness; Established Emergency Operation Center and develop the All-Hazard Mitigation Plan for the organization.

### **Murphy, Murphy & Murphy, CPA**

Los Alamitos, California

2001 - 2002

### **Chief Operating Officer**

Oversaw operations and financial performance of the firm. Provided leadership in organizational planning and management for daily operations, the development and implementation of operational policy and procedures, and budget preparation.

### **United States Federal Court**

Los Angeles, California

1989 - 2001

### **United States Bankruptcy Court-Administrative Services Division Manager** **United States District Court-Property and Procurement Manager**

## **EDUCATION AND TRAINING**

**CALIFORNIA STATE UNIVERSITY**, Long Beach: Bachelor of Science, B.B.A  
Major: Management; Minor: Marketing - 12 units of graduate courses toward MBA

FCMAT CBO Mentor Program – Cohort 12 - 2015-2016

Emergency Management Institute-FEMA – ICS 100-Incident Command System

Emergency Management Institute-FEMA – ICS 700-National Incident Command System

Los Angeles County Office of Education – Interest Based Approach

Los Angeles County Office of Education – Frontline Leadership

Federal Judicial Center - Federal Court Manager Leadership Program

Federal Judicial Center - Certified Trainer: “Effective Interviewing, Hire the Right Person”

Administrative Office of the US Courts - Federal Procurement and Contract Management Training

## **ADDITIONAL LEADERSHIP EXPERIENCE**

Los Angeles County Schools Joint Benefits Trust – Director (2006-2008)

California County Superintendent Educational Services Association (CCSESA), Facilities Subcommittee of County Offices (FSCO) – Vice Chairperson (2014)-Chairperson (2015); External Services Subcommittee (ESSCO) – 2015-2020

California Association of School Business Officials (CASBO), Southern Section Facilities Professional Council Chairperson (2014/15) – Director III (2015/16)-Director I (2016/17)-President Elect (2017/18) Southern Section President (2018/19) (2019/20)-CAASBO by Design 2.0 Strategic Planning Team (2017-present)

Los Angeles County Schools Regionalized Business Services Corporation – Executive Director (2105-20)