

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control, direct and provide fiscal oversight of school districts as mandated by the California Education Code; direct and supervise the preparation, monitoring, reviewing, auditing, and approval of fiscal and attendance transactions for school districts within Santa Clara County Office of Education; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control, direct and provide fiscal oversight of school districts as mandated by the California Education Code; assure compliance with generally accepted accounting practices and applicable regulations and policies.

Plan, direct, coordinate and supervise the preparation, monitoring, review, auditing, and approval of financial and attendance transactions, reports, and budgets.

Monitor, audit and review district payroll-related services including contract payroll processing, payroll auditing, retirement processing, benefit plan administration, unemployment insurance administration, wage garnishment, and central records retention.

Supervise and participate in the preparation of mandated cost claims for districts and Office; plan, direct, and coordinate of the audit, approval, analysis, receipt, and distribution of major State and local revenues; conduct Special Education fiscal review; prepares revenue limits; coordinate departmental activities with other departments, school districts, offices of education, and agencies.

Assist with the design, implementation, and review of district business systems; design and implement new and revised systems to assure effective and efficient departmental operations; develop program evaluation criteria and standards;

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; direct the development of training materials and the training of district staff; develop and implements, goals, objectives, policies, and priorities related to departmental activities.

Provide technical advice and interpretation and coordinate direct fiscal management services to County school districts; interpret and provide guidelines, applicable regulations, and policy provisions; respond to concerns and requests for information, and provides solutions to related problems.

Analyze proposed and enacted legislation and provides advice and guidance; provide guidance on proper records management practices; represent SCCOE and school districts on appropriate local and State committees; conduct research, analyzes data, and makes recommendations on

administrative, organizational, and operational problems, on the formulation of policies and procedures, and on staffing and organizational changes.

Provide technical expertise, information and assistance to the Chief Business Officer regarding district business services and operations; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions; communicate with other administrators, school boards, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; assure proper communication with the County Superintendent regarding pertinent issues.

Plan, organize and implement long and short-term programs and activities designed to develop programs and service; participate in the formulation of divisional, organizational, and school district financial directions; forecast trends and sets direction for Office and participate in planning for external agencies; recommend new or revised standards and policies.

Review, interpret and communicate legislative laws, State Education Code, and other legal issues to school district administrators and staff, and County Office administrators.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities.

Develop and prepare the annual preliminary budget for the Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School district budgeting, accounting, reporting, auditing, and business procedures and operations.

Government Accounting Standards and Generally Accepted Accounting and Auditing Principles.

California Education Code related to fiscal operations.

Board policy and administrative regulations.

State and federal time lines and processes.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures related to a variety of financial areas.

Current banking laws rules and regulations.

Legal requirements of school districts related to budgeting and finance.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, payroll, accounting, legal issues and other finance-related matters.

Communicate effectively both orally and in writing.

Represent the County Superintendent to school districts.

Interpret, apply and explain rules, regulations, policies and procedures.

Interpret and maintain current knowledge of related legislation.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Operate the financial software system and train others in the proper operations of the system.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in accounting, finance, business or public administration or a related field and five years increasingly responsible experience in school district auditing, budgeting and administration including at least three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

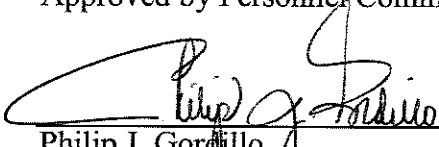
Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date