

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ASSISTANT DIRECTOR - DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Director III - District Business Services, assists in the administration of the District Business and Advisory Services Department (Department); assists in directing the oversight of school districts as mandated by the California Education Code; oversees the preparation, monitoring, reviewing, auditing, and approval of fiscal and attendance transactions for school districts within Santa Clara County; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Assists in directing the oversight of school districts as mandated by the California Education Code; assures compliance with generally accepted accounting practices and applicable regulations and policies.

Oversees the preparation, monitoring, reviewing, auditing, and approval of financial and attendance transactions, reports, and budgets.

Monitors, audits and reviews district payroll-related services including contract payroll processing, payroll auditing, retirement processing, benefit plan administration, unemployment insurance administration, wage garnishment, and central records retention.

Supervises and participates in the preparation of mandated cost claims for districts and the Santa Clara County Office of Education (SCCOE); conducts fiscal review of programs; prepares revenue limits; coordinates departmental activities with other departments, school districts, offices of education, and agencies.

Assists with the design, implementation, and review of district business systems; designs and implements new and revised systems to assure effective and efficient departmental operations; develops program evaluation criteria and standards.

Directs and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignments, terminations and disciplinary actions.

Provides technical advice and interpretation and coordinates direct fiscal management services to County school districts; interprets and provides guidelines, applicable regulations, and policy provisions; responds to concerns and requests for information, and provides solutions to related problems.

Analyzes proposed and enacted legislation and provides advice and guidance; provides guidance on proper records management practices; represents the SCCOE and school districts on appropriate local and State committees; conducts 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.

Provides technical expertise, information and assistance to the Chief Business Officer regarding district business services and operations; assists 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.

Assists in planning and implementing long and short-term projects and activities designed to develop programs and services; participates in the formulation of divisional, organizational, and school district financial directions; prepares budget forecasts and trends; recommends new or revised standards and policies.

Reviews, interprets and communicates legislative laws, State Education Code, and other legal issues to school district administrators and staff, and County Office administrators.

Directs the preparation, analysis, and maintenance of narrative and statistical reports, records and files related to assigned activities.

Assists in developing and preparing the annual preliminary budget for the Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates other office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as required.

OTHER DUTIES:

Performs 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 timelines 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 timelines.
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 four years increasingly responsible experience in school district auditing, budgeting and administration including at least two 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: December 12, 2018



Jonathan Muñoz
Director – HR/Classified Personnel Services

Date: 12/12/2018