

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: ASSISTANT DIRECTOR - INTERNAL BUSINESS SERVICES**

**BASIC FUNCTION:**

Under the direction of the Director III - Internal Business Services, assists in the management and oversight of the budget, accounting, and student attendance accounting functions for the Santa Clara County Office of Education (SCCOE); serves as a resource to administrators regarding State and Federal regulations related to budget and accounting tasks and programs; 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 the management and oversight of the budget, accounting, and student attendance accounting functions for the SCCOE.

Assists in preparing the Board of Education transmittals for budget development, updates and revisions, Gann limit calculations in collaboration with appropriate staff, and other fiscal analysis as required; prepares and files State revenue and budget reports; provides Chief Business Officer, County Superintendent of Schools and County Board of Education with financial status of reports.

Provides analysis and other fiscal assistance for executive management by researching, analyzing and reporting on financial issues and questions; analyzes proposed and chaptered school finance legislation to determine impact on SCCOE programs; provides financial data and analyzes cost factors in labor contracts for union negotiations.

Estimates revenues and expenditures; develops budget assumptions, guidelines and instructions for the Chief Business Officer's review and approval; trains managers in budget and account control; reviews and assesses the impact of proposed budget revisions; reviews and approves grant proposals and budgets within preset guidelines; and monitors and analyzes budgets on a regular and consistent basis.

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

Assists in guiding the budget development process; assures compliance of budget and budget revisions to master criteria; initiates, analyzes, and reviews systems development efforts in budget and accounting functions; assesses new legislation and policies and recommends new or revised standards and policies.

Plans, organizes and implements long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; monitors changes to legislation and Education Code; assures compliance with State Education Code budget and accounting requirements.

Provides technical expertise, analyzes information and assists the Chief Business Officer regarding internal business services; assists in the formulation and development of policies, procedures and programs; recommends proper organization structure for assigned programs and functions.

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

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolves issues and conflicts and exchanges information; addresses program issues and questions with program managers; documents problems and confers with division heads.

Assists in developing and preparing the annual preliminary budget for the Internal Business Services 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 assigned.

**OTHER DUTIES:**

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Planning, organization and management of the Internal Business Services Department.

Legislative process and how school laws are developed.

Educational budgeting and accounting.

Aspects of school and governmental finance.

Generally accepted accounting principles.

Statistical and analytical research.

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.

Operation of a computer and assigned software.

**ABILITY TO:**

Plan, organize and direct the daily operations of the Internal Business Services Department.

Interpret aspects of school law and applicable government and administrative codes.

Review changes, and proposed changes, to legislation and determine the impact to the SCCOE.

Understand and interpret applicable laws, codes, court rulings, policies and regulations.

Serve as a resource to administrators regarding State and Federal regulations.

Prepare State reports, audit and approve State and Federal expenditure reports, and calculate revenues for State aid and Special Education entitlements.

Prepare and update current and future budgets.

Analyze prior year trends to make recommendations.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

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

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

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.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master's degree from an accredited college or university with major course work in public accounting, finance, business or public administration, or a related field and four years increasingly responsible experience in the administration of budgets or accounting including at least two years in an administrative position.

**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



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Jonathan Muñoz  
Director – HR/Classified Personnel Services

Date: 12/12/2018