Deputy Superintendent, Business Services

Purpose Statement

The job of Deputy Superintendent, Business Services is done for the purpose/s of providing support to the educational process with specific responsibilities for leading, planning, developing, coordinating, implementing, directing and evaluating a variety of business, financial, facility, risk management, maintenance and operation, and services to school districts and the County Office of Education; providing information and serving as a resource to others; and serving as a member of the Superintendent's Cabinet.

This job reports to Superintendent of Schools

Essential Functions

- Administers County Office fiscal oversight of school district budgets and interim reports for the purpose of ensuring compliance with AB1200 and 2756 also including budgetary compliance with LCAP.

- Advises and presents to the Districts’ Superintendent, Boards and CBOs on fiscal, budgetary and policy issues for the purpose of enhancing delivery of programs and support services.

- Assesses and manages organizational risk (e.g. insurance coverages, legal strategy, etc.) for the purpose of assisting Districts and SMCOE determine best path for program and policy implementation.

- Attends and conducts a variety of meetings, workshops and seminars that frequently involve a range of issues (e.g. Business Services, County Office programs, budgets, fiscal functions, issues, needs operations and activities, etc.) for the purpose of serving as advocate for the County's districts, making presentations, and/or representing the division and/or County Office at local regional and state-wide meetings.

- Communicates with a wide variety of internal and external groups (e.g. personnel, governmental organizations, school districts, department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of exchanging information, coordinating activities and programs, resolve issues and concerns, and addressing organizational objectives.

- Coordinates and participates in the development preparation, review, revision, and analysis of County Office and school district budget related operations (e.g. ensuring proper allocations and fiscal solvency, evaluating and projecting annual income and expenditures, compiling and analyzing costs, etc.) for the purpose of providing direction concerning budgetary allocations, revenue limits and expenditures.

- Develops internal controls, work processes, programs for managing the financial operations of the organization (e.g. administer internal and external payroll processing and support functions, direct financial record-keeping, reporting and auditing functions, etc.) for the purpose of ensuring accurate and timely accounting and reporting in accordance with regulatory requirements and established guidelines including budget and reports.

- Directs Maintenance and Operations (e.g. new facilities, renovations, etc.) for the purpose of ensuring consistency with the Facilities Master Plan and the institution's planning and budget priorities.

- Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices and legal regulations.

- Oversees the coordination and distribution of property taxes to districts and SELPAs (e.g. general ledger reviews, signing of all financial reports and commercial warrants, certification of property tax reports, signatory for bank accounts, etc.) for the purpose of certifying distribution of property taxes, developing reports, and complying with local and state laws and regulations.
- Participates in the collective bargaining process for the purpose of reviewing and recommending appropriate response to collective bargaining proposals and conflicts and supporting the Superintendent in interactions with exclusive bargaining units.

- Performs personnel administrative functions (e.g. hiring, counseling, training, supervising, evaluating, providing professional development opportunities, recommending transfers, disciplining, etc.) for the purpose of maintaining necessary staffing, enhancing productivity of staff, and ensuring necessary department/program outcomes are achieved.

- Provides technical assistance and expertise to County Office and school district personnel, administrators and others for the purpose of serving as a resource for the implementation and maintenance of fiscal and operational programs/services in compliance with all legal requirements.

- Recommends solutions to a wide variety of complex issues for the purpose of addressing the business and financial needs of SMCOE and local school districts.

- Represents the County Superintendent and local school districts on various Boards, consortiums and committees for the purpose of establishing and maintaining positive relationships, serving as liaison and technical resource and conveying and/or gathering information.

- Reviews and analyzes organizational business processes and computerized business system (e.g. programming, development, design, installation, operation, maintenance, repair, etc.) for the purpose of ensuring effective technology support for the processes, increasing employee productivity and improving quality of customer service.

- Serves as a member of the Superintendent's cabinet for the purpose of providing technical information and assistance to the Superintendent regarding Business Services’ issues, needs, operations, and activities.

- Supervises the administration of District Financial Services, auditing program and legal advisory services for the purpose of preparing documents for district payroll, retirement activities, and warrants auditing.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; budget management and public sector accounting; current trends and practices of school accounting systems; education code; federal and state grants management; and school district audit procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change;
maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

**Responsibility**
Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

**Work Environment**
The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or county office of education.

**Education:** Doctoral degree in job-related area preferred.

**Equivalency:**

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<th>FLSA Status</th>
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