

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EXECUTIVE DIRECTOR, INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Associate Superintendent, Fiscal & Operational Services, plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services; direct the preparation of official financial statements and reports; direct budget development, management and control of the County Office operating budget; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services.

Direct budget development, management and control of the County Office operating budget; direct the preparation of official financial statements and reports including the annual budget, interim reports and unaudited actual financial report to the the California Department of Education, and the audited annual financial statements.

Manage operations related to the general ledger and centralized accounting services, certificated and classified payroll, benefits, accounts payable and disbursements, revenue forecasting, control and cash flow management, expenditure forecasting, accounts receivable, special projects and grants accounting, and archival records storage.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Manage debt service financial instruments, contracts and property leases and financial impact analysis for negotiations.

Direct the management of County Office owned and leased school facilities throughout the County in areas related to facility construction and renovation, custodial services, building and grounds maintenance, site safety and security, telecommunications, property contracts and facility leases.

Direct the procurement of products and materials including school and office supplies, office and maintenance equipment, vehicles, and capital building projects and maintenance items; prepare bid specifications, conduct bid review and compliance, manage contracts and oversee stores inventory control; communicate with various outside vendors, contracts and suppliers to discuss management of bid and contract requirements and provisions, facility construction and renovation projects, school and office supplies and procurement of services.

Serve as Americans with Disabilities Act (ADA) coordinator for facilities; serve as emergency

preparedness and response coordinator, life safety officer and liaison for school districts in areas related to emergency services.

Attend and participate in various meetings, including association meetings, council meetings, staff and others as assigned; represent the County Office at meetings of the Personnel Commission's ADA compliance committee; serve as a representative at labor negotiations as assigned.

Manage reprographics services, departmental convenience copiers, pony mail, courier and delivery services, conference facilities and County Office vehicles.

Maintain current knowledge of trends, practices, and local, State and Federal programs, laws, codes, regulations and pending legislature related to assigned activities; direct the modification of functions, policies and procedures to meet local, State and Federal requirements as appropriate; provide leadership and direction in developing new and innovative services.

Direct the preparation and maintenance of a variety of records, reports and files related to personnel, development, budgets, internal financial records, fiscal accountability and other assigned activities.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, control and direction of the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services. Principles of governmental budgeting, accounting and financial management.

Federal and State laws relating to Generally Accepted Accounting Principles, proper bid and contract procedures and others laws, codes, rules and regulations applicable to assigned activities.

Financial research and analysis methods and procedures.

Principles and practices of long-range and strategic planning in an educational setting.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and 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.

Operation of a computer and assigned software.

Public relations and speaking techniques.

ABILITY TO:

Plan, organize, control and direct the Internal Business Services of the County Office including the operations and management of County Office Fiscal Services and Facilities Services.

Direct the preparation of official financial statements and reports.

Implement and maintain accurate financial and accounting system.
Direct development, management and control of the County Office operating budget.
Supervise and evaluate the performance of assigned personnel.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, 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 time lines.
Prepare and deliver oral presentations.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in business administration, public administration or related field and five years of business services and facilities management experience in an educational or governmental setting including two years in a supervisory 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.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Walking during inspection of facilities.

Approved by Personnel Commission:

Revised: March 11, 2020
January 18, 2006
San Mateo County Office of Education