

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.

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 of policies and procedures.

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 and District Office.

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.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.