#### SANTA CLARA COUNTY OFFICE OF EDUCATION

# CLASS TITLE: DIRECTOR III - DISTRICT BUSINESS SERVICES

R	A١	CI	$\boldsymbol{C}$	7		J	$\mathbf{CT}$	Ϋ́	റ	N	•
J. P.					UI.	٧.	$\sim$ 1		v	1	•

	Under the direction of the Chief Business Officer, plan, organize, control, direct and provide							
<u>:</u> 1								
,								
i de	r							
,								
<u> </u>	<u>-</u>							
-								
F.								
<u>*</u>								
<b></b> -	<u> </u>							
,	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.

	district business commisse and answellings manifeliated from 1-21
ľ	
	procedures and programs; recommend proper organization structure for assigned programs a
	functions; communicate with other administrators, school boards, personnel and outsi
	organizations to coordinate activities and programs, resolve issues and conflicts and exchan

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:**

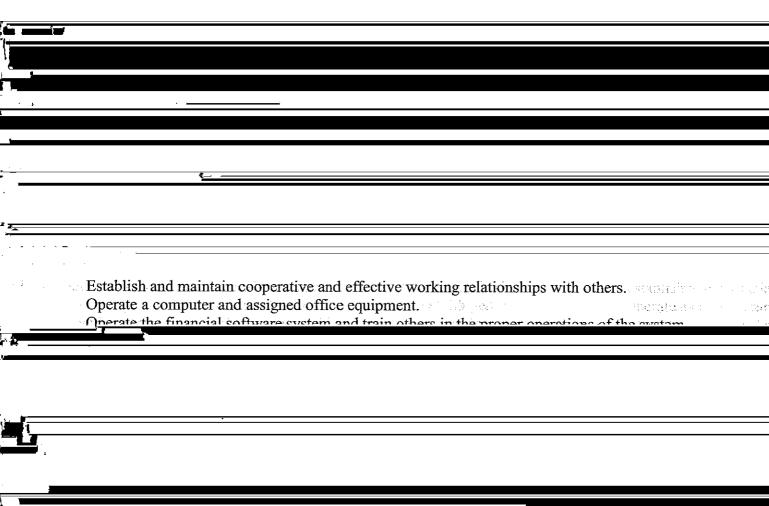
Provide advice, support and oversight to county districts in areas related to budgeting, internal control procedures, payroll, accounting, legal issues and other finance-related matters.

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 logislation



S.	PHYSICAL DEMANDS: Hearing and analyze to avalonge information and males are a secretarians.	
Ŧ ———		
. 1		
•		
•		
_		
-		
)		
Ŧ		
	*	
TeT	#.u.#	
ės.		
i		