

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE, SUPERVISOR ADMINISTERED A TIME SERVICES

Under the direction of an assigned supervisor, organize and direct office operations and activities

office operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, policies and

procedures.

Plan, organize and direct financial record keeping, reporting and related auditing functions to

assure accurate and timely accounting and reporting of department funds and budgets as assigned; review and analyze financial statements, records and reports to assure accuracy and completeness.

Oversee and participate in the preparation and maintenance of a variety of narrative and

