

SANTA CLARA COUNTY OFFICE OF EDUCATION  
Personnel Commission

CLASS TITLE ASSISTANT DIRECTOR INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Director III Internal Business Services, assists in the management and oversight of the budget, accounting, and student attendance accounting functions for the Santa Clara County Office of Education (SCCOE). Serves as a resource to administrators regarding State and Federal regulations related to budget and accounting tasks and programs; supervises and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Assists in the management and oversight of the budget, accounting, and student attendance accounting functions for the SCCOE.

Assists in preparing the Board of Education transmittals for budget development, updates and revisions Gann limit calculations in collaboration with appropriate staff, and other fiscal analysis as required; prepares and files State revenue and budget reports; provides Chief Business Officer, County Superintendent of Schools and County Board of Education with financial status of reports.

Provides analysis and other fiscal



Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; address program issues and questions with program managers; document problems and confers with division heads.

Assists in developing and preparing the annual preliminary budget for the Internal Business Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operates a computer and assigned software programs; operates office equipment as assigned; drives a vehicle to conduct work as assigned.

Attends and conducts a variety of meetings as assigned.

#### OTHER DUTIES:

Performs related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Planning, organization and management of the Internal Business Services Department.

Legislative process and how school laws are developed.

Educational budgeting and accounting.

Aspects of school and governmental finance.

Generally accepted accounting principles.

Statistical and analytical research.

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.

##### ABILITY TO:

Plan, organize and direct the daily operations of the Internal Business Services Department.

Interpret aspects of school law and applicable government and administrative codes.

Review changes, and propose changes to legislation and determine the impact to the SCCOE.

Understand and interpret applicable laws, codes, court rulings, policies and regulations.

Serve as a resource to administrators regarding State and Federal regulations.

Prepare State report, audit and approve State and Federal expenditure reports and calculate revenues for State aid and Special Education entitlements.

Prepare and update current and future budgets

Analyze prior year trends to make recommendations.

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain codes, rules, 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 timelines.

Work independently with little direction.

Plan and organize work.



Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's degree from an accredited college or university with major

