

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:

Participate as a member of the Superintendent's Cabinet in the overall planning and direction of County Office functions and services; advise the Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of programs and support services; serve on County Office and statewide school business committees.

Plan, organize, control and direct operations and activities of the Business, Facilities & Operations Division; oversee and participate in finance activities including developing fiscal policies, certifying State and federal reports, providing information and assistance to County Office and district personnel, and other activities as required; ensure operations comply with established laws, rules and regulations

Coordinate information and resources to assure smooth, efficient and accurate activities; coordinate meetings and services to provide i



Supervise and evaluate the performance of assigned department heads and staff.

Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and providing for the financial software system.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work

Collaborate and coordinate emergency response and recovery activities as directed and needed

Perform all other related duties as assigned

#### KNOWLEDGE OF

Principles and techniques of leadership, organization, supervision, budgeting, personnel administration and management.

Principles, practices and trends relating to the full scope of school business management and California educational programs pertaining to school districts and county offices of education.

Laws, rules, regulations relating to school districts and County Office of Education business activities.

Principles, practices, and techniques of program and policy development, implementation, monitoring, and evaluation.

Master's degree with major course work in education administration, public administration, business administration (MBA) from an accredited college or university of higher education, hold a California Chief Business Official Certificate and a valid California driver's license.

Seven (7) or more years of comprehensive and progressive directly related administrative experience. Prior experience as a business or fiscal director in a large California school district or county office of education.

( ) - Contacts have little or no predetermined structure and are primarily with the highest level individual both inside and outside the Office, such as local state, and district superintendents, district chief business officials, state and federal officials, and contacts require decisionmaking and problem solving where office-wide, cross division concerns are at stake

Directly supervises assigned department heads, managers and other support staff.

County Superintendent of Schools

**ENVIRONMENT:**

Indoor office environment

The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car and periodic travel will also be required.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone

Seeing to read, prepare and proofread documents, perform assigned duties.

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*Maria Perez*