

**SANTA CLARA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: DIRECTOR III - INTERNAL BUSINESS SERVICES**

**BASIC FUNCTION:**

Under the direction of the Chief Business Officer, plans, organizes, and directs the budget, accounting, and student attendance accounting f

questions with program managers; document problems and confers with division heads.

Develops and prepares the annual preliminary budget for the Internal Business Services Department; analyzes and reviews budgetary and financial data; controls and authorizes expenditures in accordance with established limitations.

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

Attends and conduct 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 proposed changes, to legislation and determine the impact to the Office

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

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

Prepare State reports, 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 time lines.

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 course work in public accounting, finance, business or public administration, or a related field and five years increasingly responsible experience in the administration of budgets or accounting including at least three years in an administrative position.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

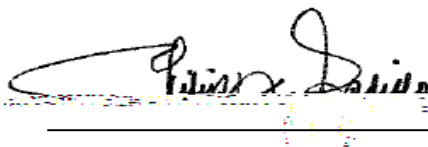
**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information and make presentations.

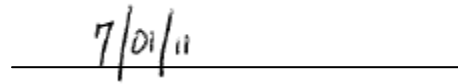
Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011; Revised by Personnel Commission: June 12, 2013



Philip J. Gordillo  
Executive Director of Human Resources



Date