

SANTA CLARA COUNTY OFFICE OF EDUCATION  
Personnel Commission

CLASS TITLE: SENIOR DISTRICT BUSINESS ADVISOR



Research and keep abreast of LCFF and LCAP regulations and ensure proper dissemination of information to other SCCOE staff as well as the County's districts and charters

Review and approve/disapprove annual budgets and LCAPs in accordance with standards and





Serve as department Director in the absence of the Director III-District Business Services and perform related duties.

Operate a computer and other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

**OTHER DUTIES:**

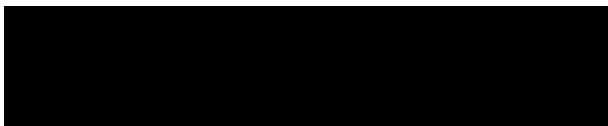
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Financial management practices and principals, accounting, budgeting, financial analysis and research techniques as they apply to schools.

Management of a wide variety of business management, fiscal and24(m)-2(e)4(>>BDC --2(e)411<.(a)4(1)-0



ABILITY TO:

Plan, organize, and control comprehensive business management services.

Supervise and evaluate the performance of assigned staff.

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

Communicate effectively both orally and in writing.

Interpret, apply and explain laws, codes, regulations, policies and procedures and court decisions affecting schools

Provide financial analysis and develop financial models based on historical and projected trends for educational organizations.

Perform specialized and technical services requiring application and interpretation of data, facts, procedures and policies.

Provide functional and technical guidance in obtaining, preparing, sharing and exchanging data with outside agencies and administrative, technical, clerical personnel.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned software and office equipment.

Design and implement computer worksheets and programs.

Evaluate and project annual income and expenditures to determine budget requirements.

Analyze financial data, forecasts and recommendations, perform statistical analysis and prepare clear and concise reports; develop financial models based on historical and projected trends for educational organizations.

Analyze situations accurately and adopt an effective course of action.

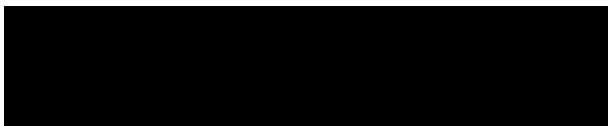
Meet schedules and time lines.

Maintain current knowledge of related legislation.

Work independently with little direction.

Plan and organize work.

aatori4(l)-2(ua)azancnt(nd bo0( w)2 o(put(i)-le)4(nde)4(nt)-2((om)-2(2(nt)-2w-1.15 312



WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

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.

Sitting for extended periods of time.

Approved by the Personnel Commission: June 23, 2011

Revised: October 8, 2014



Sheila Lopez, Director

Classified Personnel Services

October 8, 2014

Date

