

Deputy Superintendent, Business Services

Purpose Statement

The job of Deputy Superintendent, Business Services is done for the purpose/s of providing support to the educational process with specific responsibilities for leading, planning, developing, coordinating, implementing, directing and evaluating a variety of business, financial, facility, risk management, maintenance and operation, and services to school districts and the County Office of Education; providing information and serving as a resource to others; and serving as a member of the Superintendent's Cabinet.

This job reports to Superintendent of Schools

Essential Functions

- Administers County Office fiscal oversight of school district budgets and interim reports for the purpose of ensuring compliance with AB1200 and 2756 also including budgetary compliance with LCAP.
- Advises and presents to the Districts' Superintendent, Boards and CBOs on fiscal, budgetary and policy issues for the purpose of enhancing delivery of programs and support services.
- Assesses and manages organizational risk (e.g. insurance coverages, legal strategy, etc.) for the purpose of assisting Districts and SMCOE determine best path for program and policy implementation.
- Attends and conducts a variety of meetings, workshops and seminars that frequently involve a range of issues (e.g. Business Services, County Office programs, budgets, fiscal functions, issues, needs operations and activities, etc.) for the purpose of serving as advocate for the County's districts, making presentations, and/or representing the division and/or County Office at local regional and state-wide meetings.

Communicates with a wide variety of internal and external groups (e.g. personnel, governmental organizations, school districts, department heads, auditors, community organizations, regulatory agencies, etc.) for the purpose of exchanging information, coordinating activities and programs, resolve issues and concerns, and addressing organizational objectives.

Coordinates and participates in the development preparation, review, revision, and analysis of County Office and school district budget related operations (e.g. ensuring proper allocations and fiscal solvency, evaluating and projecting annual income and expenditures, compiling and analyzing costs, etc.) for the purpose of providing direction concerning budgetary allocations, revenue limits and expenditures.

Develops internal controls, work processes, programs for managing the financial operations of the organization (e.g. administer internal and external payroll processing and support functions, direct financial record-keeping, reporting and auditing functions, etc.) for the purpose of ensuring accurate and timely accounting and reporting in accordance with regulatory requirements and established guidelines including budget and reports.

Directs Maintenance and Operations (e.g. new facilities, renovations, etc.) for the purpose of ensuring consistency with the Facilities Master Plan and the planning and budget priorities.

Monitors assigned programs and/or department activities for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices and legal regulations.

Oversees the coordination and distribution of property taxes to districts and SELPAs (e.g. general ledger reviews, signing of all financial reports and commercial warrants, certification of property tax reports, signatory for bank accounts, etc.) for the purpose of certifying distribution of property taxes, developing reports, and complying with local and state laws and regulations.

Participates in the collective bargaining process for the purpose of reviewing and recommending appropriate response to collective bargaining

maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: 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.

Education: Doctoral degree in job-related area preferred.

Equivalency:

Required Testing

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