

JOB DESCRIPTION
San Diego County Office of Education

Executive Director, District Financial Services

Purpose Statement

The job of Executive Director, District Financial Services is done for the purpose/s of planning, coordinating and directing external business operations, providing financial, budgetary and general business management support tot school district within the County; coordinating communication with county school districts' business officials; and assuring fiscal integrity and compliance with fiscal reports and mandates.

Essential Functions

- Collaborates with outside legal counsel for the purpose of providing legal advice specific to program issues or conflicts in policies and regulations that may result in some negative impact and/or liability if not appropriately addressed.
- Control internal department budgets for the purpose of approving expenditures according to established guidelines.
- Develops and coordinates appropriate budget and financial monitoring systems for the purpose of assuring fiscal compliance and integrity of local school district resources and expenditures.
- Directs and coordinates the activities of assigned management and regular staff employees in a wide variety of business related functions (e.g. budget development and monitoring, payroll/training, cash management, retirement reporting, financial accounting, legal research, commercial warrant processing, consultation with county school districts, etc.) for the purpose of providing countywide services within established timeframes and in compliance with related requirements.
- Manages program and/or departmental responsibilities (e.g. LCAP oversight, special education budget, Charter School support, Federal and State programs, etc.) for the purpose of achieving organizational objectives, and ensuring compliance with legal and financial requirements.
- Monitors department financial and statistical compilation activities for the purpose of authorizing and approving reports for county school districts.
- Oversees school districts' budget approval and interim reporting for the purpose of advising districts concerning potential legality of expenditures and interpreting educational and administrative code.
- Participates in and serves on various committees with school districts, county, state, community, agencies and professional organizations for the purpose of enhancing working relationships in the areas of business and finance and promoting efficiencies and cost savings.
- Performs personnel administrative functions (e.g. interviewing, evaluating, recommends for hire, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares and disseminates information on a variety of topics for the purpose of providing an up-to-date reference and/or conveying information in compliance with established guidelines.
- Presents information on a wide variety of topics to District Boards for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.
- Provides direct business consultant assistance to school districts for the purpose of assisting in general budget development, report preparation, legal requirements , purchasing and other business areas.

- Researches a variety of financial and business resource topics for the purpose of analyzing, coordinating and recommending positions on legislation relating to business and financial matters.
- Responds to a wide variety of inquiries concerning financial and business related issues for schools from internal and external sources (e.g. staff, district personnel, media, parents, auditors, taxpayers association, board of education, general public, etc.) for the purpose of identifying relevant issues that may result in some negative impact and/or liability if not properly addressed and recommending or implementing a plan of action to efficiently resolve the issue.
- Supports the Assistant Superintendent of Business Services for the purpose of developing and implementing services/ programs for achieving the operational goals.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using a variety of software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning and development; principles of public and fund accounting and budgeting; and principles and practices of public school business services administration including methods and techniques used in payroll, retirement reporting financial accounting, legal research, commercial warrant processing and report processing.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; developing and managing programs; training and supervising staff; and interpreting and apply complex laws, rules and regulations.

Responsibility

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

Working 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 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency Minimum requirements for this position include any combination of experience and Bachelor's degree in business, finance, public administration or related field, and at least five years of recent professional-level business management experience involving directing and coordinating the business activities of a CA public school or other large public agency including supervisory experience.

Required Testing

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 56

Personnel Commission Approved: October 19, 2016