

JOB DESCRIPTION
San Diego County Office of Education

Deputy Superintendent, Chief Business Officer

Purpose Statement

The Deputy Superintendent, Chief Business Officer serves as the San Diego County Office of Education's ("SDCOE") chief business official and acts for, represents, and exercises the authority of the County Superintendent of Schools ("Superintendent") as assigned. Hierarchically, the Deputy Superintendent, Chief Business Officer is the second-in-command of all SDCOE functions after the Superintendent.

Essential Functions

- Collaborates with the Superintendent and the Chief of Staff on operational and policy issues and oversees all fiscal matters for SDCOE, and serves as the executive in charge in the Superintendent's absence.
- Co-leads the Superintendent's Strategic Leadership Team in the overall planning and direction of County Office functions and services; advises the Superintendent regarding use of resources, priorities, program opportunities, and methods to enhance the delivery of programs and support services.
- Plans, directs, and supervises the Business Services Division, including District Financial Services, Internal Business, Facilities Planning, Maintenance and Operations, and Risk Management; confers with staff on individual school district finance problems, business applications, program planning, and other matters.
 - District Financial Services includes Business Advisory Services, Legal Advisory Services, Pupil Accounting, Commercial Warrants, Payroll Services, and Retirement Reporting
 - Internal Business includes Budgeting & Accounting, Internal Payroll, Accounts Payable, Accounts Receivable, Inventory, and Purchasing
 - Facilities Planning includes the School Maintenance Consortium and the Facility & Energy Management Consortium
 - Maintenance and Operations includes transportation, maintenance, warehousing, mail services, custodial services, and compliance with disaster and emergency mandates
 - Risk Management includes Employee Assistance Services, the Fringe Benefits Consortium, the Joint Powers Authority, and Loss Control Services
- Budgets and allocates funds to the sections of the division; reviews and approves department communication and operating strategies; monitors effectiveness of programs provided; reviews, plans, and evaluates program activities and assures responsiveness to San Diego County Office of Education objectives and priorities.
- Maintains, updates, and interprets systems to ensure compliance with requirements of the Education Code and other legal codes and statutes.
- Supervises the administration of District Financial Services, auditing programs, and legal advisory services, and supervises preparation of documents for district payroll, retirement activities, and auditing of warrants.

- Assures compliance with LCAP and AB 1200/2756 budget approval, oversight, and monitoring activities for local school districts; coordinates the review of recommendations in school district audits and action taken on exception items.
- Serves as a liaison and coordinates activities between school districts and the business units of the California Department of Education in the areas of business and payroll.
- Coordinates the development and implementation of budget, accounting, payroll, and retirement data processing systems for the school districts with Integrated Technology Services to ensure maximum effectiveness and utilization of the business systems by school districts.
- Serves as advocate for San Diego County districts in the business services area; confers and collaborates with school district representatives on business matters and fiscal issues impacting California schools.
- Coordinates activities and serves as staff to the County Committee on School District Organization regarding trustee area elections, unification, and transfers of school district territory.
- Serves on a variety of internal and external committees, including the Superintendent's Cabinet, Legislative Task Force, and statewide school business committees; serves as the primary contact on behalf of the Business Services Division and/or the County Office to State and Federal officials as requested.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends transfers, reassignment, termination, and disciplinary actions; plans, coordinates, and arranges for appropriate training and development of subordinates.
- Participates in and supports the collective bargaining process between the County Superintendent and exclusive bargaining units.
- Makes presentations to associations, community groups, and others regarding County Office matters and assigned subject or program areas.
- Attends various professional meetings to remain current concerning trends in the field.

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 satisfactorily perform the functions of the job include: planning and managing projects; budgeting and financial management; developing effective working relationships; excellent interpersonal and leadership skills; conducting interviews; conducting meetings; facilitating meetings; interviewing techniques and practices; operating standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required of principles, techniques, and procedures of business administration, including public school administration, budgeting, and financial control; general and government accounting; facility development processes and funding alternatives; budget preparation and control, applicable laws, codes, regulations, and modern office management and procedures; COE organization, policies, strategic initiatives, objectives, and

goals; employee collective bargaining agreements; community resources; office application software; and practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to perform quality checks of services provided; routinely gather, collate, and/or classify data; independently interpret Federal and State guidelines, interpret and apply the provisions of laws and rules concerning business services policy; understand the connection between finance and instructional programs; maintain effective budgeting and financial control; make effective presentations in front of large groups; work with a significant diversity of individuals and/or groups; communicate effectively with diverse groups to build consensus and resolve conflicts; use collaborative problem-solving methods; exercise considerable tact and courtesy at all times; meet deadlines and schedules; set priorities; work as part of a team; quickly analyze situations to make quick and accurate decisions; work with multiple projects; deal with frequent interruptions and changing priorities; maintain confidentiality; and facilitate communication between persons with frequently divergent positions; available on-call; work extended hours; and work with detailed information/data.

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. The job generally requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard-free indoor environment.

Experience Five (5) years of senior-level administrative or management experience leading a variety of disciplines within the business functions of a school district, municipal, state, or federal agency, including at least two (2) years as a Chief Business Official. Successful experience using Oracle/PeopleSoft is highly desirable.

Education Master's degree in Accounting, Business, Public Administration, Education Administration, or closely related field. Chief School Business Official certification is preferred.

Equivalency A combination of education and experience equivalent to five (5) years of senior-level administrative or management experience leading a variety of disciplines within the business functions of a school district, municipal, state, or federal agency, including at least two (2) years as a Chief Business Official, and a master's degree in Accounting, Business, Public Administration, Education Administration, or closely related field.

Required Testing
N/A

Certificates
Valid CA Driver's License

Continuing Educ./Training
Maintains required certificates

Clearances
Criminal Justice Fingerprint/Background Clearance

Proof of physical examination including TB Clearance

FLSA Status: Exempt
Designation: This position is designated as Senior Management
Established: 5/2019
Revised: N/A
Approved by the Personnel Commission: May 29, 2019