

CLASS TITLE: ADMINISTRATOR OF SCHOOL BUSINESS ADVISORY SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

REPRESENTATIVE DUTIES:

1. Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.
2. Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
3. Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.
4. Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
5. Identify data processing needs and work with the Computer Center as needed in the development and implementation of systems essential to the work of the department and school district financial services.
6. Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.
7. Provide liaison between the Santa Barbara County Education Office and the County of Santa Barbara.
8. Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.
9. Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.

10. Serve as a consultant in such matters as school finance, revenue limits, special education finance, and other categorical funding.
11. Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.
12. Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.
13. Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
14. Prepare and monitor the department's annual budget and related documents.
15. Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.
16. Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Business and management principles and techniques.

Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.

County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.

The California School Accounting Manual.

Data processing systems is desirable.

Oral and written communication skills.

Technical aspects of field of specialty.

Modern office practices, procedures and equipment, including microcomputers.

ABILITY TO:

Interpret, apply, and explain laws, rules, and regulations as they apply to school district financial operations.

Develop and implement new or revised business, financial or data processing methods and procedures.

Interpret complex financial and statistical reports, documents, and accounting records. Perform professional accounting work.

Plan, direct, coordinate, and supervise activities of a school business advisory services staff. Understand and follow complex oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Train and supervise personnel.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Maintain leadership techniques, effective interpersonal relationships and good public relations.

Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.

Function under pressure.

Motivate teamwork.

Use sound independent judgment and diplomatic techniques.
Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting and five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, including two years of experience at a management level, preferably in a school or governmental setting.

LICENSE AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations to conduct work.

APPROVED BY PERSONNEL COMMISSION: REVISED BY PERSONNEL COMMISSION:

January 26, 1994

October 29, 1999

CLASS TITLE: ADMINISTRATOR OF SCHOOL BUSINESS ADVISORY SERVICES

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

REPRESENTATIVE DUTIES:

1. ~~4.~~ Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.
2. Provide overall direction and technical expertise, information and assistance to SBCEO management and school districts regarding assigned functions; advise the Superintendent, Assistant Superintendent, and others of unusual trends or areas of concern and advise as needed including recommendation for appropriate correction action.
2. Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
3. Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.
4. ~~4.~~ Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and

probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.

6. 5. ~~Identify data processing needs and work with the Computer Center as needed in the development and implementation of systems essential to the work of the department and school district financial services. Work collaboratively with the Administrator, in Information Technology Services, department managers and software vendor to fulfill financial system contract requirements; develop specifications, identify solutions for software bugs; Identify routine **departmental, organizational, and districtwide** activities ~~that are candidates~~ for automation, to streamline processes and improve efficiency – then proceed to define requirements, create detail specifications and provide oversight to the development of the associated automated tools and solutions.~~

7. 6. Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.

8. 7. Provide liaison between the Santa Barbara County Education Office and County of Santa Barbara.

9. 8. Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.

10. 9. Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.

11. 10. Serve as a consultant in such matters as school finance, ~~revenue limits~~, special education finance, and other categorical funding.

12. 11. Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.

13. 12. Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.

14.13.—Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.

15.14.—Prepare and monitor the department's annual budget and related documents.

16.15.—Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.

17.16.— Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

Business and management principles and techniques.

Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.

County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.

The California School Accounting Manual.

Data processing, Information Technologies and financial -systems is-are desirable.

Oral and written communication skills.

Technical aspects of field of specialty.

Modern ~~office~~ office practices, procedures and equipment and devices, including ~~microcomputers, computers, mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs, and other related business office software systems~~

ABILITY TO:

Interpret, apply, and explain laws, rules, and regulations as they apply to school district financial operations.

Develop and implement new or revised business, financial or data processing methods and procedures.

Interpret complex financial and statistical reports, documents, and accounting records. Perform professional accounting work.

Plan, direct, coordinate, and supervise activities of a school business advisory services staff. Understand and follow complex oral and written directions.

Work cooperatively with others.

Work independently with little direction.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Train and supervise personnel.

Work confidentially with discretion and political sensitivity.

Communicate effectively both orally and in writing.

Maintain leadership techniques, effective interpersonal relationships and good public relations.

Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.

Function under pressure.

Motivate teamwork.

Use sound independent judgment and diplomatic techniques.

Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting and five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, supervising, including two years of experience at a management level, preferably in a school or governmental setting. Preferred: Masters Degree and/or Chief Business Official Certification

LICENSE AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations to conduct work.

APPROVED BY PERSONNEL COMMISSION: REVISED BY PERSONNEL COMMISSION:

January 26, 1994

October 29, 1999



ADMINISTRATOR, SCHOOL BUSINESS ADVISORY SERVICES - DRAFT

Reports to: Assistant Superintendent, Administrative Services

Division: Administrative Services

Our ideal candidate

You are an excellent and visionary leader with many years of experience in roles of responsibility and independence, preferably in the field of accounting, school finance, or business administration. You take pride in the services you provide school districts and others and inspire your department to strive for excellence. You have a track record of success in fiscal and budget management and are technically oriented, proficient at improving systems, and an innovator. You handle and manage multiple projects simultaneously to meet deadlines. You have a high level of discretion and professionalism in handling sensitive situations. You work well with a variety of people who are at varying levels. You lead, encourage, and assess employees well, with an eye toward their development and success. You are an excellent communicator, both orally and in writing.

General description

Under the direction of the Assistant Superintendent, Administrative Services, plan, organize, coordinate and manage the School Business Advisory Services Department and provide guidance and direction to unit managers, coordinators, and supervisors. Assess district fiscal solvency and direct the review, approval and monitoring of school district budgets for all school districts in Santa Barbara County under the authority of the Santa Barbara County Education Office. Formulate policies for budget review; serve as a policy and administrative resource to county school districts regarding all aspects of school finance; ensure that all districts and community colleges receive proper advice regarding all aspects of their fiscal responsibilities; direct the payroll, claims, accounting, and reporting functions of the department; and coordinate the activities and meetings of the County Committee on School District Organization and respond to related district organization issues as they occur, including working with districts on unification issues. Perform special projects as assigned by the Assistant Superintendent.

Specific duties and responsibilities

- Plan, organize, direct, and control the workflow of the department to assure that county school districts receive a consistently high level of service in keeping with their needs and that financial services are provided and operate in a high quality and reliable manner.
- Provide overall direction and technical expertise, information and assistance to SBCEO management and school districts regarding assigned functions; advise the Superintendent, Assistant Superintendent, and others of unusual trends or areas of concern and advise as needed including recommendation for appropriate correction action.
- Provide districts with detailed analysis of pending legislation that has financial impact on school districts; interpret legislation and summarize impact.
- Provide advice to districts regarding legal requirements in the area of school business, school claims, and retirement.

ADMINISTRATOR, SCHOOL BUSINESS ADVISORY SERVICES - DRAFT

- Monitor the financial condition of school districts, interpret and review district revenue and expenditure projections and probable cash flow impact and provide independent projections as necessary in order to assist districts in remaining solvent.
- Work collaboratively with the Administrator, Information Technology Services, department managers and software vendor to fulfill financial system contract requirements; develop specifications, identify solutions for software bugs; Identify routine departmental, organizational, and districtwide activities for automation, to streamline processes and improve efficiency – then proceed to define requirements, create detail specifications and provide oversight to the development of the associated automated tools and solutions.
- Maintain contact with other county offices, the California Department of Education, and school districts to remain current on issues regarding school finance and fiscal solvency.
- Provide liaison between the Santa Barbara County Education Office and County of Santa Barbara.
- Coordinate activities and meetings of the County Committee on School District Organization; respond to related district organization or unification issues.
- Attend workshops and meetings in the areas of school business, finance, and school district organization, and as necessary or requested, provide the staff of the Santa Barbara County Education Office with reports and interpretations of such meetings.
- Serve as a consultant in such matters as school finance, special education finance, and other categorical funding.
- Supervise the design and implementation of training programs and activities directed toward the development of skills and knowledge of school district business personnel.
- Prepare statistical data related to the fiscal operation of school districts; prepare a variety of reports, correspondence and memoranda; conduct studies and surveys as necessary.
- Select, train, supervise, and evaluate assigned personnel, providing sustained leadership and coordination for the staff of the department.
- Prepare and monitor the department's annual budget and related documents.
- Participate in developing division goals, objectives and planning; acquire specialized and varied knowledge as assigned by the Assistant Superintendent.
- Perform other essential job-related duties as assigned.

Requirements

Education: A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant coursework in accounting. Preferred: Masters Degree and/or Chief Business Official Certification

Experience: Five years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, supervising, including two years of experience at a management level, preferably in a school or governmental setting.

Knowledge of:

ADMINISTRATOR, SCHOOL BUSINESS ADVISORY SERVICES - DRAFT

- Business and management principles and techniques.
- Principles and practices of governmental budgeting, accounting, and auditing, especially applicable to school finance.
- County, district, state, and federal rules, regulations, policies and laws affecting school district financial activities and school district organization.
- The California School Accounting Manual.
- Information Technologies and financial systems are desirable.
- Oral and written communication skills.
- Technical aspects of field of specialty.
- Modern office practices, procedures and equipment and devices, including computers , mobile devices, integrated computerized business systems, financial spreadsheets, presentation software, word processing programs, and other related business office software systems

Ability to:

- Interpret, apply, and explain laws, rules, and regulations as they apply to school district financial operations.
- Develop and implement new or revised business, financial or data processing methods and procedures.
- Interpret complex financial and statistical reports, documents, and accounting records. Perform professional accounting work.
- Work independently with little direction.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Train and supervise personnel.
- Work confidentially with discretion and political sensitivity.
- Communicate effectively both orally and in writing.
- Maintain leadership techniques, effective interpersonal relationships and good public relations.
- Assemble and analyze complex data, identify alternative solutions and make appropriate recommendations.
- Function under pressure.
- Motivate teamwork.
- Use sound independent judgment and diplomatic techniques.
- Express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.



ADMINISTRATOR, SCHOOL BUSINESS ADVISORY SERVICES - DRAFT

Licenses and certificates

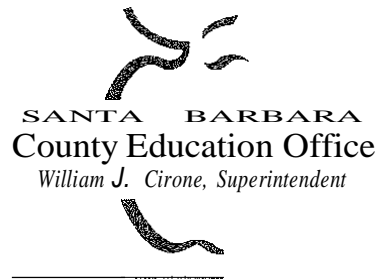
Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

Working conditions

Typical office environment; subject to driving to a variety of locations to conduct work.

Management salary range 31

<i>Approved by the Personnel Commission:</i>	January 26, 1994 October 29, 1999
<i>Revised:</i>	October 13, 2022 (pending approval)



Santa Barbara County Education Office
4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805) 964-4711 " FAX: (805) 964-4712 • Direct Dial: 964-4710 plus extension
Service and leadership ., www.sbceo.org

**CLASS TITLE: ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES
(Senior Management)**

BASIC FUNCTION:

A senior management position reporting directly to the County Superintendent of Schools and responsible for the administration of the Administrative Services Division (School Business Advisory Services, Internal Services, North County Facility and Data Processing Services). To plan, organize, coordinate, and provide guidance and direction to assigned managers, coordinators, and supervisors; assure that school districts and the County Education Office's programs receive proper advice regarding all aspects of their financial responsibilities. Perform special projects as assigned by the County Superintendent and interpret policies as required. Assume responsibility for the continued operation of the County Education Office in the absence of the County Superintendent of Schools.

REPRESENTATIVE DUTIES:

1. Provide leadership, guidance, and supervision to School Business Advisory, Internal and Data Processing Services to assure that school district and County Education Office's programs receive a consistently high level of service in keeping with their needs and that the financial accounting and management service functions operate in a high quality and reliable manner.
2. Advise the County Superintendent on fiscal matters, including proposed and enacted legislation and the effects of the legislation.
3. Select, train and direct personnel as required; conduct regular performance reviews; assure proper organization exists and reports are prepared in a timely manner according to the goals and directives of the County Superintendent and State, Federal and other laws and regulations.
4. Meet with the Budget Committee of the County Board of Education and with the County Board of Education, as requested.
5. Insure the monitoring of the financial conditions of school districts and, as needed, provide consultative services to school districts' business managers and other district staff.
6. Represent the County Education Office at a variety of meetings with other agencies, companies or individuals as needed.
7. Participate in workshops, conferences, meetings, and seminars in school business and finance and provide reports and interpretation of such meetings to appropriate staff of the County Education Office.

8. Maintain communication with other County Offices of Education, State Department of Education, school districts and County Education Office's programs with respect to current issues and problems regarding school finance.
9. Provide leadership in the preparation of statistical data related to the fiscal operation of school districts and the County Education Office by preparing reports, correspondence, and memorandums; initiate studies and surveys as necessary.
10. Supervise the monitoring of the annual department/program budgets and implementation of financial transaction documents.
11. Perform other senior administrative duties as assigned by the County Superintendent.
12. Perform other essential job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of governmental budgeting and accounting.

Principles and practices of administration, fiscal management, training, and supervision.

Principles and practices of data processing management and school business services.

Organization, policies, practices and operations of the Santa Barbara County Education Office.

Applicable laws, regulations and policies affecting the Santa Barbara County Education Office and school

district financial activities.

Legislative process and monitoring legislation as it affects the financial operation of the Santa Barbara

County Education Office and school districts.

Reading, writing, and oral communication skills.

Problem-solving techniques.

Modern office practices, procedures and equipment including microcomputers.

ABILITY TO:

Work effectively with other professionals in school business, legal and data processing fields.

Develop specifications for technical studies and communicate technical information effectively.

Manage a complex, technical organization.

Research complex problems, reach logical conclusions, and make high quality decisions and set priorities.

ABILITY TO (Continued):

Administer and effectively direct the work of others.

Communicate effectively through speech and writing.

Meet schedules and time lines.
Establish and maintain effective working relationships with others.
Plan and organize work, including that of others.
Maintain records and prepare reports.
Train and supervise others.
Work confidentially with discretion.
Monitor the budget of the County Education Office; prepare and administer department/program budgets.
Serve as a planning consultant to the County Superintendent.
Represent the County Superintendent at meetings and other activities as requested.

EDUCATION AND EXPERIENCE:

A Bachelor's Degree from an accredited college or university with a major in business administration, public administration or related field; responsible experience in business and data processing, including three years of experience at a management level, preferably in a school or governmental setting.

LICENSE AND OTHER REQUIREMENTS:

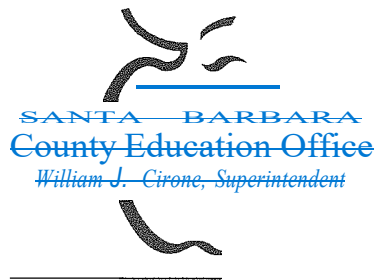
Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations to conduct work.

APPROVED BY PERSONNEL
COMMISSION: REVISED BY PERSONNEL
COMMISSION:

January 25, 1996
September 23, 1999



Santa Barbara County Education Office
4400 Cathedral Oaks Road, P.O. Box 6307, Santa Barbara, California 93160-6307
(805)964-4711 • FAX: (805)964-4712 • Direct Dial: 964-4710 plus extension
Service and leadership • www.sbceo.org

CLASS TITLE:— _____ ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES
(Senior Management)

OUR IDEAL CANDIDATE

You are an excellent and visionary leader with many years of experience, preferably in school/district leadership, the field of accounting, school finance, or business administration. You take pride in the services you and your division provide to school districts and County Education Office programs and departments, and you inspire others to strive for excellence. You have a track record of success in overseeing fiscal, budget, facilities, risk management, and informational technology matters. You are adept at improving systems, bringing people together for collaboration and decision-making. You effectively handle and manage multiple projects simultaneously. You have a high level of discretion and professionalism in handling sensitive situations, and you provide insightful counsel. You work well with your Cabinet colleagues and a variety of people who are at varying levels of school business knowledge and sophistication. You are an excellent communicator, both orally and in writing, and are effective at simplifying complex financial concepts.

BASIC FUNCTION:

A senior management position reporting directly to the County Superintendent of Schools and responsible for the administration of the Administrative Services Division (School Business Advisory Services, Internal Services, North County Facility, and ~~Data Processing~~Information Technology Services). ~~To plan~~Convene meetings with local education agencies in support of their fiscal operations. Plan, organize, coordinate, and provide guidance and direction to assigned department heads, managers, ~~coordinators,~~ and ~~supervisors;~~ assure staff. Ensure that school districts and the County Education Office's programs receive proper advice regarding all aspects of their financial responsibilities, including fiscal integrity. Perform special projects as assigned by the County Superintendent and interpret policies, rules, and regulations as required. Assume responsibility for the continued operation of the County Education Office in the absence of the County Superintendent of Schools.

REPRESENTATIVE DUTIES:

1. Provide leadership, guidance, and supervision to ~~School Business Advisory, Internal and Data Processing Services~~departments within the division to assure that school district and County Education ~~Office's~~Office programs receive a consistently high level of service ~~in keeping with their needs~~ and that the budgetary, financial accounting, facilities, risk management, information technology support, and management service functions operate in a high quality and reliable manner.

2. Advise the County Superintendent on all fiscal matters, including proposed and enacted legislation and the effects of the legislation.
3. Advise school district management and boards regarding decisions related to funding, legislation, business, maintenance and operations, transportation, food service, and political issues.
4. Select, train and direct personnel as required; conduct regular performance reviews; ~~assure proper organization exists and~~ confer with division staff and management personnel to identify and resolve problems, conflicts, and controversies.
- ~~3-5.~~ Ensure reports are prepared in a timely manner according to the goals and directives of the County Superintendent and State, Federal, and other laws and regulations.
- ~~4.~~ Meet with the Budget Committee of the County Board of Education and with the County Board of Education, as requested.
- ~~6.~~ Meet with and/or facilitate committees, Boards, advisory groups and other meetings to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans.
7. Serve as a member of the SBCEO negotiations team as assigned.
- ~~5-8.~~ Ensure the monitoring of the financial conditions of school districts and, as needed, provide consultative services to school ~~districts'~~ district superintendents, business managers, and other district staff.
- ~~6-9.~~ Represent the County Education Office at a variety of meetings with other agencies, companies, or individuals as needed.
10. Represent the County Education Office and districts at the SISC JPA Boards for property and liability and for health care as assigned.
- ~~7-11.~~ Participate in workshops, conferences, meetings, and seminars in school business and finance and provide reports and interpretation of such meetings to appropriate staff of the County Education Office.

~~8-12.~~ Maintain communication with other County Offices of Education, State Department of Education, school districts, and County Education ~~Office's~~Office programs with ~~respect to~~respect ~~to~~ current issues ~~and problems~~ regarding school finance.

~~9-13.~~ Provide leadership in the preparation of statistical data related to the fiscal operation of school districts and the County Education Office by preparing reports, correspondence, and memorandums; initiate studies and surveys as necessary.

~~10-14.~~ ~~Supervise~~Advise on the preparation and monitoring of the annual and interim department/program budgets and ~~implementation~~the completion of financial ~~transaction~~ documents and reports.

~~11-15.~~ Perform other senior administrative duties as assigned by the County Superintendent.

~~12-16.~~ Perform other essential job-related ~~-~~duties as assigned.

KNOWLEDGE AND ABILITIES: KNOWLEDGE

OF:

Principles and practices of governmental budgeting and accounting.

Principles and practices of administration, fiscal management, training, and supervision. Principles and practices of data processing information technology management and school business services. ~~-~~

Organization, policies, practices and operations of the Santa Barbara County Education Office.

Applicable laws, regulations and policies affecting the Santa Barbara County Education Office ~~and~~ school.

~~district financial activities.~~

Facilities modernization practices.

Legislative process and monitoring legislation as it affects the ~~financial operation~~operations of the Santa Barbara

~~-~~ County Education Office and school districts.

Budget preparation and control.

Reading, writing, and oral communication skills.

Problem-solving ~~-~~techniques.

Public relations techniques.

Modern office practices, procedures, and equipment including ~~microcomputers~~proficiency in a variety of business software programs.

ABILITY TO:

Work effectively with other professionals in school business, facilities, legal, and data processing information technology fields.-

Develop specifications for technical studies and communicate technical information effectively.

~~Manage a complex, technical organization.-~~

Research complex problems, reach logical conclusions, and make high quality decisions and ~~set~~ priorities recommendations.

ABILITY TO (Continued):

Administer and effectively direct the work of others.-

Communicate effectively through speech and writing, including interactive and multimodal presentations.

Interact with others using tact, patience, and courtesy including regarding topics of a politically sensitive nature.

Meet schedules and ~~time lines~~ timelines and set priorities to manage many tasks and projects at once.

Establish and maintain effective working relationships with others.

Plan and organize work, including that of others.

Maintain records and prepare reports.

Train and supervise others.

Work confidentially and with discretion.

Monitor the budget of the County Education Office; prepare and administer appropriate department/program budgets.

Serve as a planning consultant to the County Superintendent.

Advocate for education funding and legislation at local, state, and federal levels.

Represent the County Superintendent at meetings and other activities as requested.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would provide the required knowledge and abilities: a Bachelor's Degree from an accredited college or university with a major in accounting, finance, business administration, public administration or related field; (master's degree preferred); responsible experience in business and data processing information technology, including ~~three~~ at least five years of experience at a management level with progressively increasing responsibility, preferably in a school or governmental setting.

LICENSE AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office. CASBO Chief Business Office (CBO) certification or equivalent is preferred.

WORKING CONDITIONS:

Typical office environment; subject to driving to a variety of locations to conduct work. Subject to weekend and evening work.

Assistant Superintendent, Administrative Services

APPROVED BY PERSONNEL COMMISSION: January 25, 1996

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REVISED BY PERSONNEL COMMISSION:

January 25, 1996
September 23, 1999

Assistant Superintendent, Administrative Services
Page 6



ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES - DRAFT

Reports to: County Superintendent of Schools
Division: Administrative Services

Our ideal candidate

You are an excellent and visionary leader with many years of experience, preferably in school/district leadership, the field of accounting, school finance, or business administration. You take pride in the services you and your division provide to school districts and County Education Office programs and departments, and you inspire others to strive for excellence. You have a track record of success in overseeing fiscal, budget, facilities, risk management, and informational technology matters. You are adept at improving systems, bringing people together for collaboration and decision-making. You effectively handle and manage multiple projects simultaneously. You have a high level of discretion and professionalism in handling sensitive situations, and you provide insightful counsel. You work well with your Cabinet colleagues and a variety of people who are at varying levels of school business knowledge and sophistication. You are an excellent communicator, both orally and in writing, and are effective at simplifying complex financial concepts.

General description

A senior management position reporting directly to the County Superintendent of Schools and responsible for the administration of the Administrative Services Division (School Business Advisory Services, Internal Services, North County Facility, and Information Technology Services). Convene meetings with local education agencies in support of their fiscal operations. Plan, organize, coordinate, and provide guidance and direction to assigned department heads, managers, and staff. Ensure that school districts and the County Education Office's programs receive proper advice regarding all aspects of their financial responsibilities, including fiscal integrity. Perform special projects as assigned by the County Superintendent and interpret policies, rules, and regulations as required. Assume responsibility for the continued operation of the County Education Office in the absence of the County Superintendent of Schools.

Specific duties and responsibilities

- Provide leadership, guidance, and supervision to departments within the division to assure that school district and County Education Office programs receive a consistently high level of service and that the budgetary, financial accounting, facilities, risk management, information technology support, and management service functions operate in a high quality and reliable manner.
- Advise the County Superintendent on all fiscal matters, including proposed and enacted legislation and the effects of the legislation.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES - DRAFT

- Advise school district management and boards regarding decisions related to funding, legislation, business, maintenance and operations, transportation, food service, and political issues.
- Select, train and direct personnel as required; conduct regular performance reviews; confer with division staff and management personnel to identify and resolve problems, conflicts, and controversies.
- Ensure reports are prepared in a timely manner according to the goals and directives of the County Superintendent and State, Federal, and other laws and regulations.
- Meet with and/or facilitate committees, Boards, advisory groups and other meetings to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans.
- Serve as a member of the SBCEO negotiations team as assigned.
- Ensure the monitoring of the financial conditions of school districts and, as needed, provide consultative services to school district superintendents, business managers, and other district staff.
- Represent the County Education Office at a variety of meetings with other agencies, companies, or individuals as needed.
- Represent the County Education Office and districts at the SISC JPA Boards for property and liability and for health care as assigned.
- Participate in workshops, conferences, meetings, and seminars in school business and finance and provide reports and interpretation of such meetings to appropriate staff of the County Education Office.
- Maintain communication with other County Offices of Education, State Department of Education, school districts, and County Education Office programs with respect to current issues regarding school finance.
- Provide leadership in the preparation of statistical data related to the fiscal operation of school districts and the County Education Office by preparing reports, correspondence, and memorandums; initiate studies and surveys as necessary.
- Advise on the preparation and monitoring of the annual and interim department/program budgets and the completion of financial documents and reports.
- Perform other senior administrative duties as assigned by the County Superintendent.
- Perform other essential job-related duties as assigned.

ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES - DRAFT

Any combination of education and experience that would provide the required knowledge and abilities: a Bachelor's Degree from an accredited college or university with a major in accounting, finance, business administration, public administration or related field (master's degree preferred); responsible experience in business and information technology, including at least five years of experience at a management level with progressively increasing responsibility, preferably in a school or governmental setting.

Knowledge of:

- Principles and practices of governmental budgeting and accounting.
- Principles and practices of administration, fiscal management, training, and supervision.
- Principles and practices of information technology management and school business services.
- Organization, policies, practices and operations of the Santa Barbara County Education Office. Applicable laws, regulations and policies affecting the Santa Barbara County Education Office.
- Facilities modernization practices.
- Legislative process and monitoring legislation as it affects the operations of the Santa Barbara County Education Office and school districts.
- Budget preparation and control.
- Reading, writing, and oral communication skills.
- Problem-solving techniques.
- Public relations techniques.
- Modern office practices, procedures, and equipment including proficiency in a variety of business software programs.

Ability to:

- Work effectively with other professionals in school business, facilities, legal, and information technology fields.
- Develop specifications for technical studies and communicate technical information effectively.
- Research complex problems, reach logical conclusions, and make high quality decisions and recommendations.
- Administer and effectively direct the work of others.
- Communicate effectively through speech and writing, including interactive and multimodal presentations.
- Interact with others using tact, patience, and courtesy including regarding topics of a politically sensitive nature.



ASSISTANT SUPERINTENDENT, ADMINISTRATIVE SERVICES - DRAFT

- Meet schedules and timelines and set priorities to manage many tasks and projects at once.
- Establish and maintain effective working relationships with others.
- Plan and organize work, including that of others.
- Maintain records and prepare reports.
- Train and supervise others.
- Work confidentially and with discretion.
- Monitor the budget of the County Education Office; prepare and administer appropriate department/program budgets.
- Serve as a planning consultant to the County Superintendent.
- Advocate for education funding and legislation at local, state, and federal levels.
- Represent the County Superintendent at meetings and other activities as requested.

Licenses and certificates

Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office. CASBO Chief Business Office (CBO) certification or equivalent is preferred.

Working conditions

Typical office environment; subject to driving to a variety of locations to conduct work. Subject to weekend and evening work.

Classified Senior Management Salary Schedule

Approved by the Personnel Commission:

January 25, 1996

September 23, 1999

Revised:

October 13, 2022 (pending approval)



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Personnel Commission Resolution No. 2023-4

Recognizing a State of Emergency and Authorizing Teleconferenced Meetings

WHEREAS, in response to the novel coronavirus (“COVID-19”) pandemic, Governor Newsom adopted a series of Executive Orders allowing the legislative bodies of local governments to meet remotely via teleconference so long as other provisions of the Ralph M. Brown Act (“Brown Act”) were followed; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which immediately amended the Brown Act allowing governing boards to continue holding virtual meetings outside the teleconferencing requirements of Government Code section 54953(b), if the board makes a finding that there is a proclaimed State of Emergency, and either (1) state or local officials have imposed or recommended social distancing measures, or (2) meeting in person would present imminent risks to the health or safety of attendees due to the emergency; and

WHEREAS, on March 4, 2020, Governor Newsom declared a statewide emergency arising from COVID-19 pursuant to Government Code section 8625; and

WHEREAS, social distancing measures have been recommended by the Santa Barbara County Public Health Department to mitigate the spread of COVID-19; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is committed to open and transparent governance in compliance with the Brown Act; and

WHEREAS, the Santa Barbara County Education Office Personnel Commission is conducting virtual meetings by way of internet-based and/or telephonic services so as to allow members of the public to fully participate in meetings and offer public comment;

NOW THEREFORE, BE IT RESOLVED, by the Santa Barbara County Education Office Personnel Commission:

1. The Santa Barbara County Education Office Personnel Commission has reconsidered the circumstances of the State of Emergency and recognizes that the State of Emergency in the State of California continues to exist due to the COVID-19 pandemic;

2. The Santa Barbara County Education Office Personnel Commission recognizes that social distancing measures remain recommended by state and local officials;
3. The Santa Barbara County Education Office Personnel Commission authorizes the use of teleconferencing for all meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act, for a period of thirty (30) days from the adoption of this resolution, or such a time that the Governing Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3).

PASSED AND ADOPTED by the Santa Barbara County Education Office Personnel Commission on **October 13, 2022**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA

COUNTY OF SANTA BARBARA

I, Amy R. Ramos, Secretary to the Personnel Commission, do hereby certify that the foregoing is a full and correct copy of a resolution duly passed and adopted by said Personnel Commission at a regularly called and conducted meeting held on said date:

Director, Human Resources/
Secretary to the Personnel Commission