



ADMINISTRATOR, INTERNAL SERVICES

Reports to: County Superintendent of Schools and 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 or school finance. You take pride in your programs and strive for excellence. You have a track record of success in fiscal and budget management. You handle and manage multiple projects to meet timelines and deadlines. You have a high level of discretion and professionalism in handling sensitive situations. 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 administrative direction, administers the County School Service Fund; prepares and monitors the SBCEO budget; directs the procedures for payroll, finance, and school claims; and makes recommendations to the County Superintendent of Schools and Assistant Superintendent, Administrative Services with respect to fiscal matters. Leads the Internal Services Department, including the Fiscal Services, Maintenance and Operations, and Risk Management functions. Performs or coordinates special projects as assigned.

Specific duties and responsibilities

1. Directly or through subordinates: oversees the preparation and monitoring of the SBCEO budget; analyzes financial and accounting reports and statements and makes recommendations based on trends and projections; approves expenditures; and prepares reports for the County Superintendent of Schools and Assistant Superintendent, Administrative Services and others.
2. Advises the County Superintendent of Schools and Assistant Superintendent, Administrative Services on fiscal matters, including the fiscal impact of proposed and enacted legislation.
3. Provides support to division administrators and others in understanding the budget process and their responsibilities for managing the program budgets in their divisions.
4. Determines, evaluates, and oversees revenues and project costs for government-mandated programs and special education, early care and education, career and technical education, juvenile court and community schools, and other programs.
5. Coordinates the development of financial data for review by outside auditors and serves as the primary liaison between SBCEO and outside auditors.
6. Directly or through subordinates, prepares financial reports, including but not limited to administrative requests, Local Control Funding Formula calculations, special education program reports, financial statements, and special project reports.
7. Directs Fiscal Services; oversees the daily activities and procedures for payroll, budget, finance, risk management, and other school claims.
8. Oversees the Maintenance and Operations area, directing the Manager in planning, organizing and performing facilities maintenance, construction, and repair.

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9. Serves as Fiscal Agent liaison to the Self Insurance Program for Employees (SIPE); works closely with the SIPE Safety Officer and provides other needed services to the SIPE board.
10. Designs, establishes, and implements the accounting system for the Fiscal Services; establishes accounting and audit procedures, standard reports, and internal accounting controls to comply with legal requirements and the California School Accounting Manual.
11. Responsible for the monitoring, auditing, and controlling of income and expense for programs operated by the County Superintendent's Office; serves on committees, as directed; gathers data and prepares reports for periodic meetings on programs or specific subjects, as requested.
12. Selects and trains staff; assigns and reviews work; establishes performance goals and standards; provides coaching and leadership development to subordinate managers; supports managers in creating and sustaining high-performance teams.
13. Provides professional staff support to the County Board of Education and its committees, including budget presentations and fulfillment of statutory requirements.
14. 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 course work in accounting.

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

Possession of a master's degree in public or business administration or related field, or a related professional certification (such as CASBO Chief Business Official), may be substituted for some of the education or experience requirements listed above.

Knowledge of:

- Principles and practices of public administration and budget and fiscal management.
- Generally Accepted Accounting Principles.
- Generally Accepted Auditing Standards.
- California School Accounting Manual.
- Public school financing, including tax rolls, tax bases, and general taxation methods.
- Principles and practices of supervision, management, and leadership.
- Standard written and spoken English.
- Standard office productivity software.
- Organization, policies, practices and operations of the Santa Barbara County Education Office.

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- Applicable laws, regulations and policies affecting the Santa Barbara County Education Office.
- Legislative process.

Ability to:

- Gather and analyze data, reach logical conclusions, make sound decisions, and set priorities.
- Administer and effectively direct the work of others.
- Lead a complex and diverse department and large staff.
- Establish and maintain effective working relationships with others.
- Plan and organize work of self and others.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Train, supervise, and evaluate others.
- Work confidentially, with discretion.
- Identify and implement solutions to problems.
- Develop and update internal controls.
- Communicate effectively, both orally and in writing.
- Research, write, and present reports.
- Perform varied and complex administrative duties with frequent interruptions.
- Initiate, plan, and execute projects.
- Make public presentations to a wide variety of stakeholders.
- Formulate and articulate complex ideas and concepts to a variety of audiences.
- Work independently as well as collaboratively.
- Lead effectively to accomplish goals and consistently meet timelines.
- Operate a computer and other office equipment and related software programs.

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

This position is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards.

The work of this position is performed in a typical modern office environment. Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening, weekend meetings, and events is also required.



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Management salary range 31

<i>Approved by the Personnel Commission:</i>	January 26, 1994
<i>Revised:</i>	December 16, 2021