



JOB DESCRIPTION

Position Code: 302
Classified Group: Cabinet
Work Days: 225
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POSITION TITLE: Deputy Superintendent

DEFINITION: Under direction of the Superintendent, responsible for the district-wide operations and financial management of the district and district-wide departments, district public financing staff, services, and activities for assigned areas; serves as the Superintendent in the absence of the Superintendent; communicates with the School Board and community regarding district financial matters; ensures fiscal responsibility and compliance with applicable state and federal regulations; administers the district's overall budget.

DIRECTLY RESPONSIBLE TO: Superintendent of Schools

SUPERVISION OVER: Management and classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Plans, organizes, and directs district-wide operations efforts, departments and activities in collaboration with the Superintendent for assigned areas.
2. Oversees and directs the district debt management and public financing program, including the issuance of tax revenue anticipation notes, tax-exempt and taxable general obligation bonds, bond refinancing tools and capital leases.
3. Ensures compliance with all bond election, including all continuing disclosure regulations over the term of bonds, and federal and state financing rules, laws and regulations and oversees the preparation of all reporting required for applicable federal and state agencies.
4. Designs the district financing strategy, including the timing and sizing, to meet the needs of capital expenditures and minimize borrowing costs.
5. Ensures public financing revenues are properly accounted for and expended for approved purposes and maximizes public revenues by implementing cost saving measures specifically designed to reduce the cost of professional fees.
6. Oversees the preparation of audits and reports required by Proposition 39 (bonds) and other applicable state laws.
7. Oversees the investment of debt financing revenues.
8. Coordinates and directs personnel, resources, communication and information to meet the needs of the District and align district-wide operations to increase efficiencies.
9. Responsible for the administration of the district budget and leads the development of a long-term financial plan in conjunction with the Superintendent.
10. Oversees the cash flow operations of the District and ensures the investment of available funds.
11. Advises the Superintendent on all matters concerning operations and financial management of the district.
12. Assists the Superintendent in the development of policy recommendations concerning finance, budgeting and district operations.
13. Represents the authority of the Superintendent in all administrative matters within the school district.
14. Serves as Executive Officer of the Board of Education in the absence of the Superintendent.
15. Provides consultative and technical expertise to administrators and other district personnel concerning assigned areas of operations and financial management.

16. Acts as a liaison for the district in collaborating with legislators, state officials, local government officials and citizen committees to influence the revision and/or adoption of laws promoting the best interests of the school district.
17. Serves as a member of the Superintendent's Cabinet and attends all meetings of the Board of Education.
18. Serves as a resource to the Board, Superintendent and committees to interpret all aspects of financial management of the District.
19. Supervises and evaluates the performance of assigned personnel and assists with disciplinary actions and meetings as necessary.
20. Participates in the negotiations process with employee groups, as needed.
21. Performs all other duties assigned by the Superintendent of Schools.

QUALIFICATIONS:

Education and Experience:

Any combination equivalent to a graduate degree in business administration, finance or related field and seven years of increasingly responsible experience managing large-scale operations or financial and budget management; previous related experience in a large school district, municipal agency, or similar large organization is preferred; previous experience at a cabinet level position is preferred.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of applicable local, state and federal laws pertaining to operations and financial management of the district
- Knowledge of Generally Accepted Accounting Principles, auditing standards and practices, federal and state regulations and legal and regulatory compliance requirements
- Knowledge of district operations, policies and objectives
- Knowledge of advanced budget preparation, maintenance and control
- Knowledge of principles of public and community relations
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge and skill in use of computers and assorted software programs
- Ability to interpret and administer statutes, regulations and policies
- Ability to create and assess financial statements and budget documents
- Ability to effectively supervise, train and evaluate the performance of assigned personnel
- Ability to develop systems, policies, standards and procedures in compliance with applicable Federal, State and local laws, rules and regulations
- Ability to plan, organize and direct the work of others and the activities for a department or district wide
- Ability to analyze situations and adopt an effective course of action
- Ability to establish priorities and meet deadlines
- Ability to analyze and resolve problems with tact and diplomacy
- Ability to understand and follow verbal and written instruction
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community

- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, parents and the community
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Frequent interruptions and significant distractions

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, standing, sitting, or remaining in a stationary position for long periods of time
- Physical, mental and emotional stamina to endure long hours under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours periodically and weekends on occasion
- Ability to travel locally and attend conferences/seminars periodically

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 4/25/2000
Revised: 5/22/2018