

EXECUTIVE DIRECTOR **ADMINISTRATIVE SERVICES**

DEFINITION:

Under administrative direction of the Associate Superintendent, Human Resources, and the Assistant Superintendent of Business Services, the Administrative Services Director, plans, organizes, coordinates, and oversees operations of the Districts Human Resources and Fiscal Services departments; including recruitment and employment, classification and compensation, performance management, training, HRIS, and employee relations; budget preparation and control, purchasing, payroll, accounts payable, accounting, and risk management accounting activities in accordance with established policies and procedures; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the Associate Superintendent, Human Resources and the Assistant Superintendent of Business Services.

QUALIFICATIONS:

Experience: Five (5) years of experience as an accountant, budget analyst, or business manager, preferably two years in a school district accounting and/or budget setting. In addition, minimum two (2) years' experience in personnel services in public education. Additional approved qualifying experience may be substituted for the education requirement on a year-for-year basis.

Education: Any combination equivalent to bachelor's degree with a major in personnel management, public administration, or business administration, or a related field. A specialization in accounting or business administration is preferred. An advanced degree from an approved institution is preferred.

DISTINGUISHING CHARACTERISTICS:

This one position class is characterized by a high degree of ability to: speak and write effectively; establish and maintain an effective, cooperative, and fair relationship with applicants, employees, district departments, and the general public. The incumbent of this position is required to exercise a high degree of judgment, discretion, and initiative and must have a wide knowledge of the policies, procedures and operations of the Human Resources and Fiscal Services departments. The Incumbent must be able to apply this knowledge in the performance of the assigned tasks, and to relate this information to the various stakeholders. This position is a classified management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES OVER HUMAN RESOURCES DEPARTMENT:

- Interprets and applies Board Policy, Administrative Regulations, collective bargaining contracts, credential information, personnel related laws and precedents.
- Manage internal operations including supervision and evaluation of assigned personnel, substitute services, communication, technology, records, workflow, Business Productivity Applications, and other areas to assure quality delivery of services that comply with laws, policies, and regulations and district goals and initiatives.
- Provide information to administrators and staff on personnel procedures, policies, regulations, collective bargaining contracts, salary schedules, work year calendars or other matters within the scope of the department.
- Oversee the creation of employee work year calendars.
- Oversee the position control system and all authorized district positions. Responsible for ensuring that all authorized positions are in the position control system in a timely fashion. Perform complex analytical and technical tasks involving the position control system for budget development. Work closely with the Fiscal Department to ensure accuracy of position control records.
- Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications.
- Provide technical supervision to staff to ensure correct application of regulations, laws, guidelines, and collective bargaining contracts.
- Review and modify internal procedures and desk manuals of the department.
- May assist principals and other administrators for appropriate supervision, with evaluation, and discipline of personnel; assist in developing strategies for assistance; address matters concerning non-reelections and

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terminations; oversee fair, thorough, and legally sound investigations; assure compliance with bargaining unit agreements, state, and federal laws, board and district policies and regulations, and other applicable rules

- Counsel certificated and classified employees regarding matters related to district employment, wage, and salary, leave policies, supervision, evaluation, discipline, and other areas.
- Act as chair of the District Injury and Illness Prevention Program (IIPP) Committee. Oversee adherence to the objectives of the IIPP.
- May be required to mediate disputes and conduct pre-disciplinary procedural due process conferences.
- Assists with recruitment, screening, and selection of employees, both contracted and substitute.
- Receive evaluations and documentation on substitute employees and remove names from lists of available substitutes when warranted.
- General oversight of worker's compensation and return to work program.
- Monitor the personnel department office budget.
- Perform other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES OVER FISCAL SERVICES DEPARTMENT:

- Directs the work of the Fiscal Office, including the preparation of the budget, budget control, payroll accounting, record keeping, and purchasing.
- Directs the design, implementation, and coordination of all District accounting records.
- Conducts current and long-range District budget planning.
- Coordinates and performs complex accounting functions in analyzing, recording, and monitoring income and expenditures for District general or special funds, preparing financial analyses and special studies.
- Confers with District and school administrators to develop and implement sound fiscal operations.
- Coordinates fiscal-related data processing operations.
- Directs the development and implementation of improved budget and accounting procedures.
- Prepares financial statements and other reports required by the District, County, State, and Federal agencies.
- Provides for a structured training program for all subordinate department classification levels in the areas of business, accounting, office practice, and related computer operations, engaging in instruction where appropriate.
- Provides statistical and budgetary analysis for collective bargaining and negotiation proposals.
- Maintains files of official documents relative to the financial activities of the District and provides information for annual District/program/State/Federal audits.
- May attend Board of Education and other meetings as required.
- Perform other duties as assigned.

KNOWLEDGE:

Functions of personnel, wage and salary administration, contract interpretation, investigations, evaluation, supervision, and discipline. Position Control system; California school district budgeting and accounting; Sound personnel practices and procedures; Legal and equitable interview and selection techniques; Credentialing procedures, requirements, and rules of the Commission on Teacher Credentialing; Legal procedures and terminology utilized in evaluation, supervision, and discipline. operation and application of effective data management systems; Applicable laws, codes, regulations, policies, and procedures including the Americans With Disabilities Act, the Fair Labor Standards Act, the Family Medical Leave Act, Due Process (Fourteenth Amendment), Title VII of the Civil Rights Act, Equal Pay Act, Age Discrimination in Employment Act, Federal Occupational Safety and Health Act, Immigration and Naturalization Services Regulations, Drug Free Work Place Act, Omnibus Transportation Employees Testing Act, California Family Rights Act, Education Code, child abuse reporting requirements, sexual harassment, and other state and federal laws.

ABILITIES AND SKILLS:

Learn, interpret, apply and explain school district policies, laws, rules, regulations and employee contracts; compose correspondence independently; Provide technical information and assistance on personnel issues; Communicate effectively

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both orally and in writing.; Analyze situations accurately, and adopt a legally sound, effective course of action; Meet schedules and time lines; respond quickly to all communications; Work independently with little direction; Make effective presentations, and provide training to diverse audiences; Prepare comprehensive narrative and statistical reports; Train, supervise, and evaluate the performance of assigned staff; deal effectively and responsibly with a wide variety of situations and personalities requiring diplomacy, friendliness, poise and firmness; maintain cooperative relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.