

# Sonoma County Office of Education – Job Description

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## Classified Management / Certificated Management

### **DEPUTY SUPERINTENDENT BUSINESS SERVICES**

#### **Definition:**

Directly responsible to the County Superintendent of Schools; oversees the operational aspects of the County Office of Education policies and procedures and assists in the directing of day-to-day activities; analyzes issues and provides recommendations to the County Superintendent; attends community related meetings, events and councils in conjunction with or on behalf of the County Superintendent; attends state, regional and local meetings as a representative of the County Superintendent and/or an advocate of districts; serve as designee in the absence of the County Superintendent in all matters pertaining to the County Office.

#### **Distinguishing Characteristics:**

Plans, organizes, implements, controls and administers services for certificated, classified and management employees for the operations and activities for classified and certificated personnel within the Business Services Division. The designated deputy or deputies must have the responsibility of an assistant superintendent for a division or department within a County Office. The assignment designation is concurrent to the term of the elected County Superintendent and is conditional upon appointment by the County Superintendent.

#### **Supervision Exercised and Received:**

Provides general administrative direction to certificated and classified staff.

#### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Works as a collaborative, supportive and collegial member of the Superintendent's Leadership Team
- Oversees the functions of an assigned division within the County Office as a deputy superintendent of Business Services
- Oversees the operational aspects of the County Office policies and procedures.
- Assists in directing the day-to-day activities of the County Office as assigned.
- Analyzes issues and provides recommendations to the County Superintendent and his/her designated Leadership Team.
- Attends state, regional and local meetings as a representative of the County Superintendent and/or an advocate of districts.
- Attends community related meetings, events and councils in conjunction with or on behalf of the County Superintendent when assigned or designated.
- Acts as a liaison to the County Board of Education.
- Serves as the County Superintendent's designee: in the County Superintendent's absence in all matters pertaining to the County Office and acts as an interagency liaison.

- Coordinates and directs resources to meet County Office needs and assures smooth and efficient activities are maintained in collaboration with other departments and division deputy superintendent, associate superintendent and assistant superintendents in concurrence with the County Superintendent.
- Provides consultation and technical expertise to County Office administrators, staff and others concerning business practices, personnel standards, and procedures.
- Participates in collective bargaining activities for classified and certificated bargaining units as directed by the County Superintendent.
- Serves as a member of the County Superintendent's Leadership Team; provides technical information and assistance to the County Superintendent regarding County Office of Education issues, needs, services and activities; participates in the formulation and development of related policies, procedures and programs; provides administrative support to meet the educational vision and agenda of the County Superintendent.
- Maintains current knowledge of laws, codes, regulations and pending legislation related to finance, personnel and curriculum to assure compliance with local, state and federal requirements as appropriate.
- Communicates with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns in order to keep the County Superintendent informed.
- Presents materials and information concerning County Office programs services, operations and activities as directed by the County Superintendent; represents the County Office at local, regional and state meetings, conferences, in- services, boards, councils and events.
- Perform related duties as assigned by the County Superintendent.

## **Employment Standards:**

### ***Knowledge of:***

- Basic knowledge of accounting, education programs and operational guidelines. Basic clerical practices, general office procedures, filing, record keeping, receptionist, and telephone techniques and etiquette, including legal formats.
- Basic knowledge of state-required certifications and procedures.
- Basic knowledge of departmental procedures and standing instructions related to work performed.
- Working knowledge of computers and common office equipment and current business and financial software systems.
- Sufficient command of English usage, spelling, grammar, punctuation, and proofreading to prepare routine legal or professional correspondence.
- Analytical skills sufficient to compute sums, quotients, fractions, percents, ratios, and algorithms.
- Strong human relations skill to communicate technical and sensitive concepts to others with tact and diplomacy and convey a positive, service-oriented image of the department.
- Safe work practices.
- Business management practices and operational accountability.

### ***Ability to:***

- Perform all of the relevant duties of the position with only minimal supervision.
- Operate personal computer, printers, and specialized database software.
- Learn, understand and apply SCOE rules, regulations and policies.
- Analyze recurring problems and apply appropriate solutions.

- Read, understand and apply information from labor contracts, and state, federal, and local laws and regulations, policies and procedures.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet multiple deadlines and conflicting demands, while maintaining schedules.
- Work effectively as part of a team devoted to customer service.

***Computer Skills:***

- Advanced business writing skills
- Basic database skills, such as the ability to sort and retrieve records; create layouts, reports, create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records.
- Basic spreadsheet skills, including the ability to open, modify, save, and print a new or existing spreadsheet, and enter text and numbers.
- Basic email skills, including the ability to send and open a file attachment.

***Education and Experience:***

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

***Education:***

- Any combination equivalent to Master's Degree in business administration, educational administration or a closely related field, and human resources (preferred).
- Seven years of supervisory management experience; district and school site experience (preferred).

***Desired Credentials/Certifications: (any of the following):***

- Appropriate California Teaching Credential (optional).
- California Administrative Services Credential (optional).
- Chief Business Officer Certificate (preferred/required within two years of accepting the position).
- Certified Public Accountant license (optional).

***Licenses and other requirements:***

- Valid driver license.

***Work Environment:***

*The following conditions may be present:*

- Walking on uneven ground when outdoors.
- Exposure to student illness, injuries, infections and bodily fluids.
- May be exposed to chemicals contained in cleaning products.
- May be required to maneuver into awkward positions.

***Experience:***

The position requires seven years of experience as a chief business officer in a district/county office setting.

***Physical Abilities:***

*The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Positions in this classification work indoors and sit for long periods of time.

- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

***Other Requirements:***

- Complete a Statement of Economic Interest (Form 700).
- Complete California Oath of Office upon appointment by County Superintendent
- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Proof of Covid-19 vaccination required.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.

***Other:***

- Revised: September 7, 2021
- FLSA Status: Exempt
- Bargaining Unit: Unrepresented