

SUPERVISOR INFORMATION SYSTEMS, DISTRICT BUSINESS SERVICES

DEFINITION

Under general direction, plans, organizes, and directs operations and activities supporting the Enterprise Resource Planning (ERP) financial software systems; maintains ERP systems in compliance with federal and state requirements, education codes, Board policies, administrative regulations, and California Education Code; provides support and training to Office, school district, and charter school business office staff to ensure effective use of financial system programs in providing accurate and timely financial information throughout the county; develops communication systems to inform business office staff of financial system processes and resources; supervises, directs work, and evaluates the performance of the Office business services staff in managing and supporting the ERP system; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Executive Director, District Business Services. Exercises direct supervision over professional and technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment for planning, organizing, reviewing, and evaluating operations and activities supporting Office's ERP system with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff, developing information technology solutions, and providing professional level support to the Executive Director, District Business Services in areas of assignment. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of staff responsible for programming, development, operation, analysis, maintenance and repair of the Office's (ERP) system.
- Participates in the development and implementation of goals, objectives, policies, and priorities for management and support of the ERP systems; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
- Participates in the selection of, trains, motivates, and evaluates assigned staff; works with employees to correct deficiencies; implements discipline as required.
- Coordinates development and implementation of training for Office, school district, and charter school ERP system end-users; develops reference materials such as guides on frequently asked questions and other user support materials to reinforce training and increase user productivity.
- Assists with budget preparation, financial reports, and posting of financial transactions in accordance with generally accepted accounting principles, policies and procedures.

- Analyzes financial reports for completeness and accuracy and prepares adjusting journal entries as needed.
- Organizes, directs, and prepares calculation, posting, auditing and adjustment of journal entries; monitors support actions, evaluates and reconciles assigned accounts; ensures accurate accounting of funds including income and expense; audits accounts for errors and makes appropriate adjustments; reconciles various financial statements to ensure accurate fund accounting; prepares and reviews journal transfers; ensures accurate reporting and records for retiree benefit payments.
- Coordinates functions involved in check printing, electronic fund transfers, and corresponding files; ensures accuracy and completeness of print jobs and file transfers to external agencies; coordinates with equipment and check-stock vendors and external agencies related to assigned functions.
- Serves as a fiscal resource and liaison to Office and District business office personnel, outside agencies and others concerning financial reporting and provides technical information concerning related accounts, funds, transactions, records, policies and procedures.
- Coordinates communications, services and information sharing between Office personnel, government agencies, outside organizations, and the public to assure efficient fiscal services; ensures proper and timely resolution of issues, errors and discrepancies related to assigned accounting functions.
- Provides technical information and assistance to the Executive Director, District Business Services in the formulation and development of policies, procedures and programs; advises the Executive Director, District Business Services of unusual trends or problems and recommend appropriate corrective action.
- Directs and participates in the preparation and maintenance of a variety of records and reports related to projects, devices, systems, changes, software, vendors, personnel and assigned activities.
- Stays abreast of current trends and developments in information technology and ERPs by attending courses and system training, reviewing professional publications, and conferring and collaborating with others in the professional community.
- Ensures staff observe and comply with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration, business administration, or related field.
- Four (4) years of fiscal services experience, including public agency payroll and accounting experience.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, practices and methods related to enterprise resource planning (ERP) technology systems.

- Principles, practices and methods of database structures, computer programming and system design, on-line applications and system capabilities of technology systems.
- Principles and practices of governmental payroll, fiscal recordkeeping, and budgeting.
- Accounting, auditing, financial analysis, forecasting, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Principles and practices of developing and maintaining technical documentation, files, and records.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and SMCOE staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Serve as a technical liaison to Office personnel, school districts, the Department of Education, and other outside agencies as needed.
- Prepare complete and accurate accounting and payroll reports and records, statistical reports, financial reports and other related specialized reports.
- Prepare clear and concise technical documentation, information technology procedures, staff reports, and other written materials.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Office sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.