

DIRECTOR, DISTRICT BUSINESS SERVICES

DEFINITION

Under direction, plans, organizes, controls, and directs the operations and activities of business and payroll services; coordinates information, resources, and personnel to ensure efficient and accurate support services to all school districts, charter schools, and the San Mateo County Office of Education (Office); directs and participates in the development and implementation of policies and operating procedures; provides highly responsible and complex professional assistance to the Executive Director of District Business Services in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director, District Business Services. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating business and payroll services. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing fiscal policies and procedures for assigned programs and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad 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, controls, and directs operations and activities of District Business and Payroll Services; oversees and participates in finance activities including developing fiscal policies for Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and ensures operations comply with established laws, rules, and regulations.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; collaborates with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and Office needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Directs and participates in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provides information and

support to ensure operations are implemented in an accurate and timely manner; monitors activities to ensure compliance with established procedures.

- Coordinates information and resources to ensure efficient and accurate department activities; coordinates meetings and training sessions to provide information to administrators and personnel; serves as liaison to Office personnel, districts, the Department of Education and other outside agencies as needed; provides beta testing services for financial software developed by the Department of Education for school districts and county offices of education; resolves problems, provides information, answers questions and facilitates program activities and operations.
- Directs and participates in the development and implementation of policies and operating procedures of District Payroll Services; processes all payroll related adjustments and monitors activities to ensure compliance with federal and State tax requirements and regulations, California State Teachers Retirement System (STRS) and California Public Employee Retirement System (PERS) rules and reporting, applicable Education Codes and other laws, procedures, and policies related to district payroll reporting and processing.
- Audits, compiles, analyzes, presents, coordinates, and submits school district financial data to the Department of Education, monitors districts' budgets, expenditures, cash, revenue limits, and other indicators of fiscal condition.
- Provides technical expertise, information, and assistance to the Administrator regarding district budgets and financial and accounting activities; assists in the formulation and development of policies, procedures, and programs to ensure an economical, safe, and efficient work environment; advises the Administrator of unusual trends or problems and recommends appropriate corrective action.
- Coordinates the closing of district books; conducts the final review, transmission, and archive of data to the California Department of Education including attendance, revenue limit, County, Special Education Local Plan Area (SELPA) data and other data as assigned.
- Provides training and technical assistance to school districts concerning the development and preparation of various budgets; analyzes and reviews budgetary and financial data; assists school districts with forecasting revenue and expenditures.
- Directs the preparation and maintenance of a variety of narrative and statistical reports, records, and files related to personnel and assigned activities; approves reports submitted by districts; submits reports according to established timelines.
- Processes various financial postings and wire transfers on behalf of the County Superintendent.
- Maintains current knowledge of laws, rules and regulations related to assigned fiscal activities.
- Attends and conducts a variety of workshops and meetings as assigned; serves on assigned committees.
- Coordinates the AB1200 audit review process for County school districts in compliance with State guidelines.
- Ensures staff observe and comply with 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 business administration, finance, accounting, or a closely related field; and

Five (5) years of increasingly responsible experience implementing accounting practices in an educational setting.

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:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- 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.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of comprehensive financial program development, implementation, and management.
- Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Accounting, budget, and business functions of a County Office of Education and school district.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- SMCOE and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office 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.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the District Business Services department.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Compile financial and attendance data and prepare related reports.
- Analyze financial data and prepare forecasts and recommendations.
- Serve as liaison to County Office personnel, districts, the Department of Education, and other outside agencies as needed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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; 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.