

DEPUTY SUPERINTENDENT, BUSINESS SERVICES

DEFINITION

Under administrative direction, supports the educational process with specific responsibilities for leading, planning, developing, coordinating, implementing, directing, and evaluating a variety of business, financial, facility, risk management, maintenance, and operational services to school districts and the County Office of Education (Office); provides highly responsible and complex professional support to the Superintendent; serves as a member of the Superintendent's Cabinet; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Superintendent. Exercises direct supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is an executive classification that oversees, directs, and participates in all activities of Business Services, including short- and long-term planning as well as development and administration of policies, procedures, and services. This class provides assistance to the Superintendent in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, Office functions and activities, including the role of the County Board of Education, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the Office's mission, goals, and objectives within general policy 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.

- Assumes full management responsibility for all functions and activities of Business Services; develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department.
- 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.
- Administers County Office fiscal oversight of school district budgets and interim reports for the purpose of ensuring compliance with AB1200 and AB2756 and budgetary compliance with Local Control and Accountability Plan (LCAP).
- Advises and presents to the Districts' Superintendent, Boards, and Chief Business Officials (CBO) on fiscal, budgetary and policy issues for the purpose of enhancing delivery of programs and support services.
- Assesses and manages organizational risks such as insurance coverages, legal strategy, etc. for the

purpose of assisting Districts and Office in determining the best path for program and policy implementation.

- Coordinates and participates in the development, preparation, review, revision, and analysis of County Office and school district budgets and related operations ensuring proper allocations and fiscal solvency, evaluating and projecting annual income and expenditures, and compiling and analyzing costs, for the purpose of providing direction concerning budgetary allocations, revenue calculations, and expenditures.
- Develops internal controls, work processes, and programs for managing the financial operations of the organization for the purpose of ensuring accurate and timely accounting and reporting in accordance with regulatory requirements and established guidelines including budget and reports.
- Directs Maintenance and Operations for the purpose of ensuring consistency with the Facilities Master Plan and the institution's planning and budget priorities.
- Oversees the coordination and distribution of property taxes to districts and Special Education Local Plan Area (SELPA) for the purpose of certifying distribution of property taxes, developing reports, and complying with local and state laws and regulations.
- Directs the management of County Office owned and leased school facilities throughout the County in areas related to facility construction and renovation, custodial services, building and grounds maintenance, site safety and security, telecommunications, property contracts, and facility leases.
- Participates in the collective bargaining process for the purpose of reviewing and recommending appropriate response to collective bargaining proposals and conflicts and supporting the Superintendent in interactions with exclusive bargaining units.
- Provides technical assistance and expertise to Office and school district personnel, administrators, and others for the purpose of serving as a resource for the implementation and maintenance of fiscal and operational programs/services in compliance with all legal requirements.
- Reviews and analyzes organizational business processes and computerized business system (e.g., programming, development, design, installation, operation, maintenance, repair, etc.) for the purpose of ensuring effective technology support for the processes, increasing employee productivity, and improving quality of customer service.
- Serves as a member of the Superintendent's cabinet for the purpose of providing technical information and assistance to the Superintendent regarding Business Services' issues, needs, operations, and activities.
- Supervises the administration of District Financial Services, auditing program, and legal advisory services for the purpose of preparing documents for district payroll, retirement activities, and warrants auditing.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Attends and participates in professional group meetings and various Office committees and advisory groups; stays abreast of current trends and innovations in the field of business services, fiscal controls, budgets, and operational services as they relate to the areas of assignment.
- Monitors changes in laws, regulations, and technology that may affect Office or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Superintendent.
- Maintains and directs the maintenance of working and official departmental files.
- 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:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business or public administration or related field; and

Experience:

- Seven (7) years of increasingly responsible experience as a business or fiscal director in a California school district or county office of education.

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.
- Accounting, auditing, financial analysis, and budget principles and procedures and their application to a variety of accounting transactions and problems.
- Technical, legal, financial, and public relations problems associated with the management of financial services programs.
- Current trends and practices of school accounting systems and budget management.
- Principles and practices of long range and strategic planning in an educational setting.
- Budget development, administrative practices, and principles of risk management related to the functions of the assigned area.
- Principles and practices of record keeping.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- 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 Business Services Department.

- Develop and monitor budgets and effectively utilize resources.
- Delegate authority and responsibility.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer a variety of financial programs and administrative activities.
- Apply strategic planning in an organizational setting.
- Facilitate planning processes and create plans that maximize the utilization of available resources and enhance organizational efficiency.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the Office 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.