Job Description

Marin County Office of Education

Senior Director of Business

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:
At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Senior Director of Business is done for the purpose/s of planning, organizing, and directing the allocation of departmental resources; ensuring fiscal compliance of County Office and school districts; establishing directional focus for district fiscal support; coordinating distribution of financial, payroll, and fiscal information to school districts; ensuring timely and accurate financial data submission to appropriate governmental organizations; supervising and evaluating the performance of assigned staff; advising districts' budget development, management, and control of operating budgets.

This Job reports to Assigned Supervisor

Essential Functions

- Collaborates with a variety of internal and/or external groups for the purpose of providing consultation and expertise on program practices and procedures, rules and related laws, codes regulations and policies.
- Coordinates, facilitates, and participates in workshops, meetings, and training sessions for the purpose of conducting necessary processes to ensure optimal district schools' services, representing the division and/or County Office at local, regional and state meetings, conferences, boards, councils and events.
- Develops and monitors the budget for assigned programs for the purpose of ensuring allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Develops a variety of documents and presentation materials for the purpose of ensuring County Office personnel activities comply with established requirements, laws, codes, regulations, policies and procedures.
- Establishes direction and focus for the purpose of reviewing availability of resources within each unit, methods of distribution of information and data, and providing support as needed.
- Maintains current knowledge of trends, practices, and laws for the purpose of ensuring compliance with local, state and federal requirements as appropriate; providing leadership and direction for modification of functions, policies, and procedures.
- Manages a variety of processes for the purpose of ensuring accurate and timely completion of all school district assigned fiscal and operational processes.
- Plans allocation of departmental resources for the purpose of ensuring fiscal compliance of County Office and/or school districts and accurate and timely submission of financial data to appropriate governmental organization, in accordance with local, state, and federal reporting guidelines.
- Prepares and maintains a wide variety of often complex materials and reports to the Board of Education and other public and private agencies for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and/or providing supporting materials for requested actions.

- Provides technical expertise for the purpose of analyzing general ledger postings, review of revenue projections, completion of financial spreadsheets and other documents and, providing assistance in the completion of district financial activity.

- Provides resources, information, and data for the purpose of informing local educational agencies and charter schools in a timely manner.

- Supervises, directs, and evaluates assigned staff for the purpose of maintaining adequate staffing, enhancing productivity of personnel, providing professional development opportunities, and achieving department objectives within budget.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating and managing business services; operating standard office equipment including pertinent software applications; interpreting and applying complex laws, rules and regulations; planning and managing projects; preparing and maintaining accurate records; comparing results; conducting meetings; counseling and mentoring employees; communicating effectively; and facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent laws, codes, policies, and/or regulations; personnel processes; program planning, organizing, and directing; principles of public and fund accounting and budgeting; principles and practices of public school business services administration; methods and techniques used in district business and payroll services, retirement reporting, financial accounting; researching relevant codes, laws, and regulations; and state and federal financial reporting requirements.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups and individuals; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; developing and managing programs; conducting financial research and analysis; implementing strategic long-range planning; meeting schedules and timelines; preparing complex reports; and, training and supervising staff.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing major organizational components; determining the use of funds. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required in business adminsitration with at least 5 years of increasing responsibility. 2 years in supervisory role is required. Experience in a school district or county office of education is required.

Education: Bachelors degree in job-related area.

Equivalency: Certification from an accredited industry-related program (FCMAT, CASBO CBO programs, etc.) and job-related experience may be substituted for education year for year.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

CBO Certification from recognized agency desired
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Maintains Certificate and Licenses
Mandated Reporter Training Certificate

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Revised Date