



**SJCOE**  
EDUCATE • INNOVATE • INSPIRE

## Job Description

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**POSITION TITLE:** Program Manager I, Fiscal & Contract Services JD#6359  
CodeStack  
Professional Learning and Support

**SALARY PLACEMENT:** Management Salary Schedule  
Range 8

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### **SUMMARY OF POSITION:**

Under the direction of the Division Director of CodeStack, plans, coordinates, and oversees fiscal operations in support of programs and services, including budget development, financial reporting, contract administration, and vendor relations.

Serves as a key point of contact between internal teams, vendors, and Business Services to ensure fiscal accountability, contract compliance, and effective service delivery. Exercises independent judgment in resolving complex fiscal and operational issues while ensuring alignment with organizational policies, procedures, and regulatory requirements.

Write and prepare monthly, quarterly, or annual reports, attend meetings and trainings. Work closely with Local, State and Federal agencies. Independent judgment and problem-solving skills to be fully exercised in relation to assigned areas of responsibility. Does related work as required.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess a bachelor's degree or four (4) years of increasingly responsible experience in accounting, budgeting, or fiscal program support, including coordination of projects or processes.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Five years' experience demonstrating increased responsibilities of detailed budget/accounting and financial analysis and reporting experience implementing complex workforce development programs, writing reports managing budgets, developing, and maintaining partnerships with businesses industries, Human Resources, and community- based organizations. Experience working in a county office of education or school district.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- principles, practices, and procedures of governmental accounting and budgeting
- financial reporting, audit processes, and internal controls
- contract administration and vendor management practices
- record-keeping and reporting techniques
- assigned software
- Program evaluation and data collection
- California Education Code and other laws and regulations pertaining to school finance requirements
- California School Accounting Manual; school finance formulas; accounting procedures; local, state, and federal grants programs essential functions and audit processes

Ability to:

- supervise, lead, and evaluate staff
- plan, organize, and coordinate fiscal operations and related activities
- analyze complex financial data and prepare accurate reports
- coordinate contract development and monitor compliance requirements
- build and maintain effective working relationships with staff, vendors, and stakeholders
- manage multiple priorities and meet deadlines
- communicate effectively both orally and in writing
- be flexible based on program needs
- create and follow policies and procedures

- clearly comprehend business and financial concepts, operations, and problems at both a technical and policy level
- structure tasks, establish priorities and set goals
- demonstrate a high level of professionalism and work ethic to effectively interact with individuals (internal and external) from diverse cultural, socioeconomic, disability and ethnic backgrounds
- communicate to federal, state, and local agencies
- vendor relationships

Possess

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Coordinate and support budget development processes; compile, analyze, and monitor financial data related to income and expenditures.
14. Prepare, review, and maintain financial reports, records, and budget control documents.
15. Perform complex fiscal analysis to support program decision-making and planning.
16. Coordinate the development, review, and administration of contracts, agreements, and MOUs.
17. Ensure contract compliance with applicable laws, policies, funding requirements, and timelines.
18. Provide guidance and information related to financial procedures, budgets, contracts, and records.
19. Identify and implement process improvements to enhance efficiency, accuracy, and service delivery.
20. Coordinate workflows and ensure consistency in fiscal and operational practices across programs.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in an educational and standard environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.

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