

Assistant Budget Director

SALARY DETAILS

\$144,792.00 - \$179,256 Yearly

APPLICATION FILING DATES

July 7, 2026 - July 22, 2026

INFORMATION ABOUT LAUSD

We are LAUSD. We are at the forefront of innovation in public education, focused on a clear and inspiring vision of the future for all of our students as they venture forward on their journey as lifelong learners. Here, you will have the opportunity to exercise your potential in a role supporting the business of education. Our work directly contributes toward the goal of ensuring that our students graduate ready for the world – ready to thrive in college, career and life. LAUSD is the second largest school district in the nation with an enrollment of nearly 575,000 students. We serve an area totaling 710 square miles, with over 1,190 schools and educational centers, and we employ over 74,000 individuals, making us one of the largest employers in our city.

LAUSD EMPLOYEES: Please be advised that all LAUSD employees must sign in to the GlobalProtect Virtual Private Network (VPN) in order to submit an application from an external network outside of an LAUSD location. For assistance with installing the GlobalProtect virtual network, please contact Information Technology Services at (213) 443-1300 or (213) 241-5200 or via their page <https://www.lausd.org/helpdesk>

BENEFITS

Insurance: District paid premiums for your choice of several medical, dental, and vision for you and your dependents; and life insurance plans.

Retirement: Membership in the California Public Employee Retirement System (CalPERS).

Vacation: 24 days each year.

Paid Holidays: Up to 13 days

JOB DUTIES/RESPONSIBILITIES

An **Assistant Budget Director** manages budget development and administration.

Typical duties include:

- Plans, organizes, directs, and coordinates activities concerning General Fund and special fund budgets, pupil statistics, and school and District-oriented financial activities, including budget, and position control.
- Directs the preparation of the annual General Fund budget and District special fund budgets, as well as adjustments throughout the fiscal year.
- Directs the preparation of State required student enrollment and attendance reports.
- Directs budget analyses to assist in policy decisions on the allocation of funds.
- Directs and participates in the analysis of economic forecasts, enrollment projections, relevant legislation, federal and State budgets, and other information to develop long and short term State and District income projections.
- Develops, approves, and recommends policies and procedures for the implementation of budgetary controls.
- Directs the activities related to school and division budget development, maintenance, and monitoring of expenditures.
- Directs and participates in planning data processing applications for the Budget Services and Financial Planning Division.
- Directs the preparation, review, and approve reports and communications.
- Presents reports to the Board of Education and its committees.
- Plans, develops, and recommends the modification and adoption of regular and special reports regarding use of budgeted funds.
- Advises District senior management staff on a variety of issues relating to long term income and expenditures including financial aspects of housing projections and needs and conducts related studies as required.
- Reviews and participates in the analysis of laws, rules, and legal opinions that affect the use of funds by schools and implements or recommends changes to Division policies, procedures, and programs.
- Interprets the District budget and financial position and presents to special interest groups and the general public.

- Directs and participates in coordinating with other units involved in staff functions, such as data processing, personnel, procurement, and labor relations.

Note: This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties. **To view the complete class description, visit us at [Assistant Budget Director - Class Description](#).

MINIMUM REQUIREMENTS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public or business administration, finance, or economics.

Experience:

Five years of experience in the supervision or analysis of financial activities in an educational organization with at least 1,000 employees or in a school district with at least 10,000 ADA. Three years of the required experience must have been in a supervisory capacity in the oversight of financial activities in areas such as budget development and maintenance, analysis and forecasting, and financial report preparation is required. Experience in fiscal policy or procedure development, position control, and student enrollment and attendance is preferable. Experience in the aforementioned in a California school district is preferable. A master's degree in public or business administration, finance, or economics may be substituted for one year of the required experience, provided that the supervisory experience requirement is met.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

NOTE: All entrance requirements must be met by the end of the filing period in order to move forward with the assessment process. To verify the education requirement, transcripts, diplomas and/ or certifications must be presented at the time applications are screened. As such, you **MUST** upload your diploma/degree (i.e. scan or take a picture of your diploma/degree) or official transcripts to your candidate profile under "My Uploaded Documents." Candidates who have completed college or university coursework at an institution in a country other than the United States, must obtain a complete evaluation of foreign transcripts and degrees. Please be sure to request a DETAILED report. For a list of approved evaluation organizations

visit: [https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-\(cl-635\)](https://www.ctc.ca.gov/credentials/leaflets/foreign-transcript-evaluation-(cl-635))

DESIRABLE QUALIFICATIONS

The Budget Services and Financial Planning Division anticipates hiring an exceptional Assistant Budget Director with a solid and broad understanding of supervising or analyzing budget and financial activities for a school district, and providing fiscal and business services to schools and central offices. The ideal candidate will have experience directing the development, planning and implementing in one of the variety of functional areas; restricted and/or unrestricted fund budgeting, pupil statistics, school fiscal support, position control, and/or school allocation funding model. The ideal candidate will also have experience managing a variety of budget fiscal activities through subordinate supervisors. They will have experience evaluating procedures and problems and developing, recommending, initiating and executing Strategic Budget Initiatives and improvements to processes and programs. Additionally, this Director will be a diplomatic relationship builder who has demonstrated the ability to interface with a wide variety of education partners such as executive, senior, and school staff on financial matters. This person will be responsible for ensuring that clear, challenging and attainable project goals are met, by ensuring adequate resources, and necessary technical skill sets exists among staff. This person must have strong communication skills with the ability to present financial concepts and procedures to staff and other stakeholders, and strong analytical skills and is skillful at managing one's own time, priorities, and resources.

The ideal candidate for Assistant Budget Director will have working knowledge of:

- California School Accounting Manual, California Education Code, and Board of Education and Personnel Commission rules
- Legal bases and sources of finance for California public education
- Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls Information systems capabilities and methods used in budget development and administration and fiscal controls
- Federal and State funded categorical programs and pertinent rules and regulations
- California student attendance and enrollment reporting
- Research and analysis techniques
- Economic and financial forecasting techniques
- Principles of program budgeting and school-level finance
- Principles of public administration and personnel management
- Organization and policies of the Los Angeles Unified School District
- Provisions of labor agreements relative to supervisor/employee relations

The ideal candidate for Assistant Budget Director will have the ability to:

- Plan and direct a variety of activities through subordinate supervisors
- Evaluate procedures and problems and develop and install improvements
- Analyze financial data, laws, and regulations
- Present clear and effective oral and written reports
- Make, support, and explain recommendations and decisions
- Direct and evaluate staff training

EMPLOYMENT SELECTION PROCESS

We anticipate receiving a number of well-qualified applicants for this position; therefore, there will be a competitive process. The hiring departments have requested that we proceed with the selection process in an expeditious and timely manner. To honor this request, we will be adhering to a preplanned employment assessment schedule.

The selection process MAY consist of one or more of the following: a Training and Experience Evaluation (T&E), a Written Test, Technical Project, Writing Project, and/or a Technical interview.

Application materials (your candidate profile, resume and supplemental questionnaire) will be evaluated in relation to the background, experience, and competencies identified for successful performance in this job. For this reason, it is highly recommended that your

application materials clearly show all of your relevant background and specialized skills, knowledge, and abilities. For more information about the LAUSD employment assessment process, visit the 'My LAUSD Career' section of our website at <https://www.lausdjobs.org>.

The testing may be conducted remotely and/or in person, and all applicants will be required to submit a Candidate Confidentiality Form prior to testing. Failure to submit these forms before the given deadline will result in the withdrawal of your application from the selection process. Candidates who receive a failing score on any test module will NOT be eligible to move forward in the selection process.

Please be sure to monitor your spam/junk folder so that important information, instructions, and deadlines regarding your application are not missed. Please also be sure to include correspondence from the lausd.net AND successfactors.com domains as approved senders to your email.

APPLICATION PROCESS

IMPORTANT NOTE: Once you submit your application, you should receive an email message confirming that you successfully submitted your application. If you DO NOT receive this message on the same day you apply, it is likely that you did not submit your application.

DO YOU NEED TECHNICAL ASSISTANCE WITH THE ON-LINE APPLICATION? Email us at helpmeapply@lausd.net

To find out whether the application deadline has been extended, visit the website at: <https://www.lausdjobs.org>. The Los Angeles Unified School District intends that all qualified persons shall have equal opportunities for employment and promotion. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information. Reasonable accommodations in completing an application and testing are available to individuals with disabilities. Please call (213) 241-3455 for more information.

If you have questions regarding these instructions or the selection process in general, please contact Monica Topete at monica.topete1@lausd.net.

ADDITIONAL POSTING INFORMATION

The Los Angeles Unified School District is committed to providing a working and learning environment free from discrimination, harassment, intimidation, abusive conduct, or bullying. The District prohibits discrimination, harassment, intimidation, abusive conduct or bullying based on actual or perceived race or ethnicity, gender/sex (including gender identity, gender expression, pregnancy, childbirth, breastfeeding/lactation status and related medical conditions), sexual orientation, religion, color, national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code), ancestry, immigration status, physical or mental disability (including clinical depression and bipolar disorder, HIV/AIDS, hepatitis, epilepsy, seizure disorder, diabetes, multiple sclerosis, and heart disease), medical condition (cancer related and genetic characteristics), military and veteran status, marital status, registered domestic partner status, age (40 and above), genetic information, political belief or affiliation (unless union related), a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law, ordinance, or regulation in any program or activity it conducts or to which it provides significant assistance. For inquiries or complaints contact our Equal Opportunity Section, (213) 241-7685.

Selection and promotion are based on a competitive employment assessment process. Candidates who pass all parts of the assessment process are placed on a hiring (eligibility) list based on their assessment score. Hiring departments may make job offers to candidates on the top three ranks of the hiring list. Eligibility typically lasts for 12 months. The hiring list resulting from this assessment process may be used to fill open positions in related job classifications.

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