

SANTA CRUZ COUNTY OFFICE OF EDUCATION

ASSOCIATE SUPERINTENDENT, BUSINESS

DEFINITION

Under general administrative direction, to plan, direct, manage and oversee the activities and operations of Business, including business services, maintenance, operations, and transportation functions, services, and activities; to coordinate assigned activities with other County Office of Education divisions and outside agencies; and to provide highly responsible and complex administrative support to the Superintendent.

SUPERVISION EXERCISED

Exercise direct supervision over management, supervisory, professional, technical, clerical, and maintenance staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Full management responsibility for all Business activities, including business services, maintenance, operations, and construction.

Manage, supervise, and administer the business services functions of the Santa Cruz County Office of Education including services required by the California Department of Education and/or provided to local school districts of Santa Cruz County.

Plan, implement, operate, and monitor the County Office of Education's financial and fiscal accounting systems.

Coordinate, oversee, and supervise the overall functions and operations of the Business Division inclusive of internal and external budget and financial analysis and management, retirement, financial records, accounts payable and receivable, district finance support, payroll, and other matters as required.

Conduct and implement studies regarding the County Office of Education's transportation program, instructional facilities, and administrative facilities.

Manage the development and implementation of Business Division goals, objectives, policies, and priorities for each assigned service area; establish, within County Office of Education policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Represent the Business Division to other County Office of Education divisions, departments, elected officials and outside agencies; explain and interpret Business Division programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues; serve as a representative of the County Office of Education in communications with agencies, groups, commissions, boards, radio, television, and newspapers.

Select, train, and evaluate Business Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Plan, direct and coordinate, through subordinate level managers, the Business Division's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Business Division budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Plan, develop, implement, monitor, and control the budgets of the County Office of Education including projects.

Provide executive staff assistance to the Superintendent and Board of Education; serve as a member of the Superintendent's Cabinet; conduct a variety of organizational studies, investigations, operational studies, special projects, administrative/analytical studies, and other duties as assigned by the Superintendent; recommend modifications to programs, policies, and procedures as appropriate.

Review pertinent legislation and ensure County Office of Education's and school districts' compliance with rules, regulations, and laws; ensure the timely and accurate reporting of data to federal and state authorities.

Implement responsibilities of the County Superintendent regarding trustee vacancies, appointments and elections, bond elections, and conflict of interest filings for both County and school district elections.

Administer the fiscal over site responsibilities of the Santa Cruz County Office of Education with school districts including developing procedures, holding workshops, meeting with school district boards and/or administrators, Budget Review Committees, fiscal Crisis Management Assistance Teams. Recommend strategy and responses to the County Superintendent and local school district boards of trustees on fiscal matters.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Monitor and control all contracts and agreements made by the County Office of Education with other groups for the provision of services and/or the collection of fees.

Serve as a resource person to the County Board of Education/County Committee on School District Organization regarding inter-district attendance appeals, expulsion appeals, and school district organization including trustee organization.

Serve as a key member of the County Office of Education negotiations team when bargaining with certificated and classified associations.

Serve as a liaison between the County Office of Education, legal advisors, and County Counsel in response to other legal issues of County Office of Education activities and school district activities.

Coordinate emergency disaster plan both internally and externally with school districts, County government, and other local disaster agencies.

Conduct meetings, workshops, conferences, presentations, and panel discussions before educational groups, local boards and agencies, and community groups regarding the operations of the County Office of Education and educational issues and activities.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business services.

Respond to and resolve difficult and sensitive inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive public school business services program.

Organization and management practices as applied to the analysis and evaluation of programs, staff, policies and operational needs.

Modern and complex principles and practices of project management and administration.

Advanced principles and practices of budget preparation and administration.

Knowledge of (Continued):

Principles of supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Modern and generally accepted accounting and auditing principles and practices.

Data processing operations and capabilities.

Practices and techniques relating to personnel and collective bargaining.

Skill and Ability to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Provide administrative and professional leadership and direction for the Business Division.

Develop, implement and administer goals, objectives, and procedures for providing effective and efficient business services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Board of Education, and Superintendent's issues, concerns, and needs.

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures and techniques.

Interpret and apply appropriate goals, objectives, policies, procedures, rules, and regulations.

Effectively direct the provisions of business services in support of the County Office of Education's departments, schools, and programs.

Prepare and analyze administrative and statistical reports, statements, and correspondence.

Skill and Ability to (Continued):

Prepare and present complex financial reports.

Gain cooperation through discussion and persuasion.

Deal constructively with conflict and develop a consensus.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Ensure County Office of Education's and school districts' compliance with laws and regulations.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education:

A degree from an accredited college or university with major course work in finance, accounting, business administration, public administration, or a related field. Master's degree preferred.

Experience:

Seven to ten years of increasingly responsible management and administrative experience in finance, accounting, and personnel. Experience in a school district or county office of education is required.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Essential duties require the following physical skills and work environment:

SPECIAL REQUIREMENTS (CONTINUED):

While performing the duties of this job, the employee is regularly required to stand and to sit. May occasionally stoop, kneel or crouch. Frequently required to walk and may lift and/or move up to 25 pounds, and infrequently lift or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision and distance vision. Required to operate a vehicle and travel to different sites and locations. The noise level in the work environment may vary.

Approval Date: January, 1994

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