

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR III - INTERNAL BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, control and direct the budget, accounting, payroll and student attendance functions for the Santa Clara County Office of Education; serve as a resource to administrators regarding State and federal regulations related to accounting programs; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the budget, accounting, payroll and student attendance functions for the Santa Clara County Office of Education; research, monitor, and recommend standards, procedures, and methods that have significant impact at departmental, divisional and organizational levels.

Direct the preparation of Board of Education transmittals for budget revisions; direct the preparation of Gann limit calculations in collaboration with appropriate staff; prepare and file state revenue and budget reports; provide Board with financial status of reports.

Provide analysis assistance for executive management by researching and reporting on any financial questions; analyze proposed and chaptered school finance legislation to determine impact on Office programs; provide financial data and analyze cost factors in labor contracts for union negotiations.

Estimate revenues and expenditures; develop budget guidelines and instructions; train managers in budget and account control; review and assess impact of proposed budget revisions; review and approve grant proposals and budgets within preset guidelines; and monitor and analyze budgets on a continuing basis.

Direct and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Guide budget development process; assure compliance of budget and budget revisions to master criteria; initiate, analyze, and review systems development efforts in budget, accounting and payroll functions; recommend new or revised standards and policies.

Plan, organize and implement long and short-term programs and activities designed to enhance assigned budgets, accounting systems and programs; assure compliance with State Education Code budget and accounting requirements.

Provide technical expertise, information and assistance to the Chief Business Officer regarding internal business services; assist in the formulation and development of policies, procedures and programs; recommend proper organization structure for assigned programs and functions.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records

and files related to assigned activities.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; address program problems with program managers; document problems and confers with division heads.

Develop and prepare the annual preliminary budget for the Internal Business Services Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and management of the Internal Business Services Department.

Legislative process and how school laws are developed.

Educational budgeting and accounting.

Aspects of school and governmental finance.

Generally accepted accounting principles.

Statistical and analytical research.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of administration, supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Plan, organize and direct the daily operations of the Internal Business Services Department.

Interpret aspects of school law and applicable government and administrative codes.

Understand and interpret applicable laws, codes, court rulings, policies and regulations.

Serve as a resource to administrators regarding State and federal regulations.

Prepare State reports, audit and approve State and federal expenditure reports, and calculate revenues for State aid and Special Education entitlements.

Prepare and update current and future budgets

Supervise and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain codes, rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Direct the maintenance of a variety of reports and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree from an accredited college or university with major course work in public accounting, finance, business or public administration, or a related field and five years increasingly responsible experience in the administration of budgets or accounting including at least three years in an administrative position.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

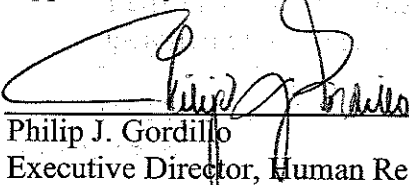
ENVIRONMENT:

- Office environment.
- Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information and make presentations.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

Approved by Personnel Commission: June 23, 2011


 Philip J. Gordillo
 Executive Director, Human Resources

7/01/11
 Date