

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED MANAGEMENT POSITION

JCN: 179
EXEMPT

DEPUTY SUPERINTENDENT – BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the County Superintendent, plan, organize, control and direct the overall activities and operations of the Business Services department; formulate and develop business systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Direct the development and preparation of the annual preliminary budget: analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
- Formulate and develop business services systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; coordinate department management, personnel, information and resources to assure business, financial and maintenance operations and functions run smoothly and efficiently.
- Participate in a variety of financial and resource allocation planning, bargaining units and negotiations with CSEA, CTA and other union representatives; analyze department personnel needs and requirements; supervise resource allocation and authorize ordering and expenditures.
- Plan, organize, control and direct the overall activities and operations of the Business Services department; oversee and direct the activities of Internal finance, e External finance, and District Payroll.
- Prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of Board Financial Reports, county office quarterly financial statements, revenue reports, CISC and budget records; assure department directors conduct evaluations accurately and oversee the collection of related records.
- Provide technical assistance and serve as advisor to the Superintendent regarding assigned departments and activities; serve as liaison between district schools, county office, governmental agencies, California Department of Education and others to communicate information and develop departmental programs.
- Represent the county office at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding Department activities and operations; chair CBO and supervisory meetings as required by the Superintendent.
- Interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination.
- Train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.

- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Advanced budget preparation, maintenance and control.
- Advanced principles and practices of school finance including accounting, financial reporting, budget formulation, financial forecasting and facility planning and funding.
- Advanced theories, and state of the art practices in methods of management, leadership, supervision, training and policy formulation.
- Bargaining unit contracts and salary schedules.
- District organization, operations and objectives.
- Planning, organization and direction of the activities and operations of the Business and Personnel Services department.
- Principles and practices of administration, supervision and training.
- Principles of public and community relations.
- Principles, practices, methods and terminology used in Department personnel administration.
- Public relations techniques.
- Theories and practices of long and short range planning and change management.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Accept and carry out responsibility for direction, control and planning.
- Analyze, evaluate and assimilate complex technical data and administrative problems and prepare sound policy and procedural recommendations based on such information. Interpret and administer statutes, regulations and policies and analyze and evaluate administrative and technical literature.
- Develop and maintain sound personal and professional relationships with a wide range of people.

- Direct the maintenance of a variety of reports and files related to assigned activities.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Ensure proper and timely resolution of issues, concerns and conflicts.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Supervise, train, guide and evaluate the performance of assigned personnel.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in business administration or related field.
- Master's degree preferred.

EXPERIENCE:

- Six years administrative experience managing financial functions in a business or educational organization.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.

- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: December 1, 2005

Revised: November 1, 2017

Approved: March 15, 2018

Revised: July 1, 2018