

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CLASSIFIED MANAGEMENT POSITION

JCN: 192  
EXEMPT

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### DIRECTOR – FISCAL STUDENT SERVICES

#### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Student Services Division (SSD), plan, develop, lead and oversee the operation, and activities within assigned division; responsible for ensuring the financial integrity, stability and growth for Student Services division including budget development and cost management; represent the office of the Fresno County Superintendent of Schools as a facilitator, liaison, and resource, both internally and externally; direct and participate in the development and implementation of state and federal regulations, superintendent policies and procedures; supervise and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### ESSENTIAL DUTIES:

- Collaborates with the Assistant Superintendent to assess the division performance against annual budget and long-term strategy and growth.
- Develop, oversee and evaluate budgetary and financial data and ensure expenditures are in accordance with established limitations; assist with grant coordination and preparation as assigned.
- Develop, recommend and implement new strategic growth initiatives; make financial decisions on behalf of the Student Services Division that promote long-term financial solvency of the Division.
- Estimate revenues and expenditures; develop budget assumptions, guidelines and instructions for the Assistant Superintendent's review and approval; review and approve budget changes within preset guidelines; monitor and analyze budgets on a regular and consistent basis; manage and interpret general ledger activity for short-term goals.
- Locate and compile data and prepare financial reports and statistical summaries such as the annual budget report; present financial reports to the Fresno County Board of Education (FCBE), Special Education Local Plan Area (SELPA) Superintendents Governance Council and other departments or organizations as necessary.
- Oversee the management and coordination of all fiscal reporting activities for the Student Services Division including budget development, rate development and cost management.
- Plan, coordinate and communicate with administrators, personnel and outside organizations to implement specialized activities, policies and procedures in support of schools and districts through county, state and federal grants related to assigned program; collaborate with legal services and other agencies as assigned to ensure program compliance as required.
- Plan, organize, control and direct the operations, activities within assigned division; manage and direct financial overall program activities including staff supervision, budget development, grant funding, meetings, events and other related activities; monitor activities for compliance with established policies, procedures, rules and regulations.
- Provide leadership in planning, scheduling, reviewing, developing, implementing and evaluating fiscal activities, policies and procedures within assigned division; collaborate with school district, charter schools and FCSS administration to support efforts and initiatives for the Student Service Division.
- Provide training and support to all budget managers within the Student Services Division to promote efficient and effective operations of all programs within the division.
- Represent the county office at local, regional, state and federal meetings, conferences, in-services, boards, councils, and events regarding assigned division.

- Respond to county office personnel, school district administration or public requests for information as assigned; collaborate with internal departments, including but not limited to, Legal Services Department as needed.
- Respond to inquiries by FCSS and district administration and staff; determine best possible manner to approach and resolve concerns/suggestions; work to provide positive, collaborative public relations and represent the county office by consistently maintaining cooperative and effective working relationships with others.
- 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 as assigned.
- 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:**

- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County, statewide and/or nationwide.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Education financial programs and requirements for funding programs.
- Grant Accounting.
- Principles of management, supervision, and training.
- School district business and California accounting procedures.
- Special Education and Mental Health related fiscal needs and priorities.
- Standard business practices, procedures, and internal controls.
- Statistical, research, and survey methods.
- 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:**

- Direct, prioritize, and schedule assignments.
- Effectively organize and prioritize assigned work.
- Effectively present information and respond to questions from groups and individuals.
- Prepare clear and concise written correspondence; prepare and deliver oral presentations.
- Prepare state and federal reports.
- Prepare, present, and monitor budgets within the Student Services Division.
- Provide leadership regarding financial issues within the Student Services Division.
- Work with accuracy and attention to detail.
- 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 minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- Bachelor's degree.
- Master's degree preferred.

**EXPERIENCE:**

- Five (5) years increasingly responsible experience managing financial functions in a business or educational organization.

**LICENSURE AND OTHER REQUIREMENTS:**

- Chief Business Official (CBO) certification preferred.
- 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: 08/01/2018  
Revised:07/01/2023