

SANTA CRUZ COUNTY OFFICE OF EDUCATION

DEPUTY SUPERINTENDENT, BUSINESS

DEFINITION

Under the direction of the County Superintendent of Schools, provide support to the fiscal management process with specific responsibilities for directing the overall delivery of business services to meet educational needs of the county and school districts through the planning, organizing and managing county-wide fiscal and operational services including Internal Business Services, District Business Services, Maintenance/Facilities, Information Technology Services, and related functions such as budgeting, accounting, and financial recordkeeping; assuring the fiscal integrity and efficiency of the business division; providing highly responsible and complex administrative support to the County Superintendent; serving as an integral member of the leadership team; and providing administrative support to the Superintendent.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Advises the Superintendent and Board of Education concerning fiscal, and business technology matters of the County Office of Education by serving as a member of the Superintendent's Cabinet (e.g. conducting a variety of organizational studies including operational and administrative/analytical; conduct legal review, special projects, investigations, etc.) for the purpose of supporting and recommending modifications to programs, policies, and procedures as appropriate and in compliance with laws.

Collaborates with a wide variety of internal departments and external entities (e.g., State Department of Education, social services, school districts, probation offices, multi-disciplinary agencies, gang prevention, child protection, division heads, auditors, other community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short-term plans, identifying sources to sustain grants and funds, and addressing the County Office of Education objectives.

Collaborates with various internal and external groups and serves as a resource and lead person of various Santa Cruz County Office of Education functions (e.g. negotiations team when bargaining with certificated and classified associations, committee on School District Organization regarding inter-district attendance appeals, and expulsion appeals; school district organization including trustee organization, liaison between the County Office of Education, legal advisors, and County Counsel; emergency disaster plan; LCAP review team, etc.) for the purpose of representing the Superintendent and management team and implementing County Office of Education objectives.

Compiles and analyzes fiscal, budget and facility data from internal and external sources, for the purpose of conducting studies, analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Conducts and/or participates in meetings, workshops, conferences, presentations, seminars and panel discussions before educational groups, local boards and agencies, and community groups regarding a range of issues (e.g. the operations of the County Office of Education and educational issues and activities, financial processes, personnel and staffing, fiscal and budget planning, business IT, facilities, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Directs various aspects of Business Division budget and financial operations (e.g. participating in the development and administration of the budget; forecasting additional funds needed for staffing, equipment, materials, and supplies; monitoring of and approving expenditures; preparing and implementing budgetary adjustments, etc.) for the purpose of ensuring accurate budget and timely accounting in accordance with regulatory requirements and established guidelines.

Manages goals, objectives, policies, and priorities for various business services functions within Santa Cruz County Office of Education for the purpose of achieving organizational objectives required by the California Department of Education and provided to local school districts and schools of Santa Cruz County, other state, federal and local agencies while complying with established requirements of educational policies of Santa Cruz County Office of Education.

Monitors assigned programs and/or department activities (e.g. County Office of Education's financial and fiscal accounting systems; SELPA, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices and meet financial obligations and assure the fiscal solvency.

Oversees the acquisition, purchase and maintenance of county-wide properties and related activities (e.g. bidding process, contracts, vendor performance/compliance, policies and procedures, etc.) for the purpose of ensuring compliance and budgeting practices are aligned with administrative guidelines, local, state and federal laws; and educational program needs are met.

Oversees the functions and operations of the Business Division and other programs (e.g. internal and external budget, financial analysis, retirement administration, financial records, accounts payable and receivable, district finance support, payroll, SELPA, etc.) for the purpose of ensuring efficiency and identifying and resolving financial problems, conflicts and controversies.

Oversees practices and fiscal management of AB 1200 for the county office and designated school districts (e.g. conducting reviews, examinations, and audits of districts, etc.) for the purpose of ensuring that local educational agencies throughout the County are adequately prepared to meet their financial obligations in accordance with state law; providing written notifications of the results on the fiscal solvency of the districts.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Plans the Business Division's various work plans and personnel functions through subordinate level managers, (e.g. recruiting and interviewing new staff, coordinating staff training, working with employees to correct deficiencies, implementing discipline and termination procedures, meeting with management staff to identify and resolve problems, assigning projects and programmatic areas of responsibility, reviewing and evaluate work methods and procedures, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity, achieving objectives within budget, and improving work efficiency.

Provides leadership to and assists the Chief Business Officials of the school districts served by the County Office of Education and Managers on all aspects of school business services (e.g. professional development training, workshops; opportunities to collaborate, etc.) for the purpose of ensuring the effective functioning of the school services within county.

Represents the Superintendent and Business Division to other County Office of Education divisions, departments, elected officials and outside agencies (e.g. explains and interprets Business Division programs, policies and activities; responds to a wide variety of inquiries from internal and external sources; negotiates and resolves sensitive, significant and controversial issues, etc.) for the purpose of enhancing communications with agencies, groups, commissions, boards, and the media; and identifying relevant issues and recommending or implementing action plans.

Researches a wide variety of financial and business resource topics (e.g. policies, public accounting practices, guidelines, regulations, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning and/or responding to requests.

Serves as Chief Business Officer for the County Office of Education fiscal and operational services (e.g. financial planning and budgeting, accounting, maintenance, operations/construction, business IT and Technology, developing plans for financing all aspects of the County Office-wide programs, etc.) for the purpose of ensuring that the performance objectives are met within budget and in compliance with established operating practices.

Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the County Office of Education and its districts.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions.

Analyze situations to define issues and draw conclusions.

Knowledge of (continued):

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.

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:

Perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.

Work independently under broad organizational guidelines to achieve unit objectives.

Supervise the use of funds for multiple departments.

Developing and administering budgets.

Operating standard office equipment including utilizing pertinent software applications.

Planning and managing multiple projects.

Preparing and maintaining accurate records.

Training, developing and supervising staff.

Schedule a number of activities, meetings, and/or events.

Routinely gather, collate, and/or classify data; and consider a wide variety of factors when using equipment.

Flexibility is required to independently work with others in a wide variety of circumstances.

Analyze data utilizing defined but different processes; and operate equipment using a variety of processes.

Skill and Ability to (continued):

Ability is also required to work with a significant diversity of individuals and/or groups.

Work with data of widely varied types and/or purposes.

Utilize a variety of job-related equipment.

Problem solving is required to analyze issues and create action plans.

Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant.

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.

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 Bachelor's 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 as are certificates from California Association of Schools Business Officials (CASBO) and/or Association of California School Administrators (ACSA) in school business administration and labor relations. Relevant closely job-related experience, education, certificates and/or licenses may be substituted.

Experience:

Seven years of increasingly responsible management and administrative experience in finance, accounting, and personnel, with four years of experience served as a Chief Business Officer in school district.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license and appropriate vehicle operation insurance.

Chief Business Officer certificate from CASBO or ACSA.

Maintains Certificates and/or Licenses.

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 essential functions. Essential duties require the follow physical skills and work environment:

While performing the duties of this job, the employee is regularly required to stand and to sit, use hand to finger, handle or feel; reach with hands and arms; talk and hear. Frequently required to walk; occasionally may be required to move, carry or lift up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision.

Ability to work in a standard office environment with ability to travel to different sites and locations.

Approval Date: June 16, 2015

Revised Date: January 21, 2020 (Formerly Titled: Chief Business Officer)

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