



Job Description

POSITION TITLE:	Assistant Superintendent Business Services	#6282
	Administrative Council Salary Schedule Range 03	

SUMMARY OF POSITION:

Under the direction of the Deputy Superintendent, directs and provides strategic leadership for the external business activities and internal departments.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Possess a Bachelor's degree in business administration, accounting or related field, equivalent formal training, or on-the-job training. A minimum of five years accounting and budget development experience with progressively increasing levels of responsibility, preferably with a minimum of five years school finance experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:

Knowledge of the Education Code, Government Code, Public Contract Code, particularly those sections covering school finance requirements, school finance formulas, accounting procedures, the audit process, and collective bargaining/employee relations. Master's degree in business administration or related field preferred. CASBO Certified Chief Business Official preferred. Experience with and knowledge of County Office of Education budget, finance, and procedures.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- assigned software
- program evaluation and data collection

Ability to:

- communicate effectively both orally and in writing
- supervise, lead, and evaluate staff
- operate a computer
- be flexible based on program needs
- create and follow policies and procedures
- analyze, manage, and oversee budgets
- accomplish a broad range of school operational finance and accounting functions within limited time frames and competing priorities
- communicate effective advice and counsel to the county superintendent and to local school district finance officers and superintendents through committees and direct personal contact

Possess:

- leadership skills in planning, setting agendas, and coordinating/conducting meetings/trainings

- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Work effectively with school districts, community organizations, government agencies, parents, students, and/or staff.
2. Contribute to development and administration of SJCOE budgets.
3. Oversee the function of school district fiscal oversight.
5. Oversee Data Processing, Maintenance/Operations/Facilities functions, property/liability, risk management, and workers' compensation programs.
6. Oversee:
 - a. Workers' Compensation Joint Powers Authority (JPA) & Property/Liability JPA Board of Directors and Executive Committees (schedule meetings and develop agendas).
 - b. Chief Business Official's meetings.
 - c. Finance Advisory meetings.
7. Maintain confidentiality on issues concerning program and staff.
8. Supervise and evaluate staff.
9. Participate, coordinate, or conduct a variety of meetings, staff development, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities.
10. Represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
11. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes, and regulations.
12. Communicate effectively both orally and in writing.
13. Analyze situations accurately and adopt effective courses of action.
14. Work independently with little direction.
15. Meet schedules and timelines.
16. Coordinate policies of the County Auditor/Controller, Treasurer/Tax Collector, Data Processing and Assessor with school district personnel.
17. Liaison between State Department of Education and school district personnel pertaining to school finance.
18. Meet with County Superintendent to modify or update policies and procedures.
19. Keep abreast of proposed legislation pertaining to school finance in order to keep school districts advised. If necessary, seek change in legislation or initiate proposed legislation when appropriate.
20. Through staff, assure an accurate and timely processing of commercial warrants and fiscal accounting for the office and local school districts within the County.
21. Through staff, assist school districts in the development of district budgets and fiscal reports, and review and assure follow-up action on auditors' recommendations contained in the school district's annual audit reports.
22. Through staff, assure the computation and implementation of the Master Plan (Special Education) fund entitlement for all school districts in the county.
23. Through staff, compute revenue calculations for each K-12 school district and charter school in the county.
24. Responsible for AB1200 monitoring and reporting requirements for all county school districts.
25. Provide management and leadership skills to ensure a high level of service designed to meet the needs of the districts of San Joaquin County.
26. Assume additional duties and responsibilities as necessary and as assigned by the Deputy Superintendent.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.

6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and/or outdoors in an educational and standard office environment. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff and the public.

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