

MONTEREY COUNTY OFFICE OF EDUCATION

ASSOCIATE SUPERINTENDENT FINANCE AND BUSINESS SERVICES

CLASSIFICATION: Classified Senior Management
SALARY LEVEL: 91
WORK YEAR: 225

DEFINITION:

Under the direction of the Deputy Superintendent, the Associate Superintendent of Finance and Business Services is responsible for planning, organizing and directing the operation of the Division of Finance and Business Services operations and activities including internal Monterey County Office of Education (MCOE) and school district accounting, fiscal oversight, financial reporting, budgeting, payroll, and purchasing functions; coordinate and direct personnel, resources, communications, and information to assure smooth and efficient activities and meet County Office and school district needs.

SUPERVISOR:

Deputy Superintendent

POSITION(S) SUPERVISED:

Classified managers and classified staff assigned

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Represent and promote the Monterey County Office of Education and its mission with integrity, commitment, and distinguished leadership
- Plan, organize, control and direct the business operations of the County Office
- Monitor and direct the process for mandated fiscal oversight responsibilities
- Develop and implement budget guidelines, procedures, and timelines Analyze and review budgetary and financial data
- Develop intermediate and long-range income and expenditure projections
- Monitor, control and authorize expenditures in accordance with budget, policy and law
- Direct the process for the review and approval of all District budgets and reports required by law
- Maintain and update the MCOE Board Policies and Administrative Regulations related to finance, business operations, and general services
- Assist school districts and MCOE personnel in all matters relating to school business operations
- Provide the Board, Superintendent, and Deputy Superintendent with information and data to support

recommendations and decisions, and inform them of matters related to long-range planning and necessary policy changes

- Provide technical expertise, information, and assistance to the Board, Superintendent, and Deputy Superintendent regarding assigned functions.
- Assist the Superintendent, Deputy Superintendent and Assistant Superintendent, Human Resources with financial information related to negotiations
- Direct risk management operations to protect assets and minimize loss expenses
- Monitor and evaluate assigned programs, conditions and trends in claims against the organization to identify exposures to risk
- Develop, implement and evaluate loss control and risk management techniques
- Provide technical information and advice concerning legal matters
- Review, develop and collaborate with legal counsel regarding contracts
- Review grant funding applications for legal and fiscal compliance
- Provide assistance and information to the County Committee on School District Organization
- Oversee the County Office of Education Data Processing Systems related to business and financial operations
- Compile financial and statistical data, and direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities
- Develop and maintain accounting systems for the collection and reporting of data required for mandated fiscal reporting, and prepare related reports and submit to local, state, federal and other funding agencies
- Attend Board meetings and participate in deliberations on various matters related to business, finance, negotiations and legal issues
- Communicate with other administrators, personnel and outside organizations and agencies to coordinate activities and programs, resolve issues and conflicts and exchange information
- Comply with Monterey County Office of Education Board Policies, Superintendent Policies, and Administrative Regulations
- Develop and prepare the annual preliminary budget for the Finance and Business Services Division
- Supervise and evaluate the performance of assigned staff
- Attend and conduct a variety of meetings and serve on various committees as assigned
- Maintain current knowledge of laws and pending legislation to assure compliance
- Maintain awareness of and ensure compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative regulations

OTHER DUTIES:

Perform other job-related duties as assigned

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use the telephone, business machines; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and

interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Master's degree from an accredited college or university, with a major in public or business administration or a related field
- Five (5) years of comprehensive professional administrative experience in school business areas, including at least three (3) years of managerial experience

Knowledge of:

- Applicable sections of Education Code and other applicable codes, laws, rules and regulations related to assigned activities
- Principles and practices of modern management, fiscal and business policies, practices and procedures
- Principles and practices of accounting and auditing
- California school facility laws and regulations
- Special Education transportation laws and regulations
- California public school finance
- Principles and practices of administration, supervision and training
- Public speaking techniques
- Contracts and negotiation techniques
- Organizational operations, policies and objectives
- Budget preparation and control
- Office procedures and practices
- Data processing management and operations
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills

Skills and Abilities

- Administer, plan, coordinate and supervise the general services, business services and financial operations of the County Office of Education
- Plan, develop and review the preparation of annual budgets of departments and school districts
- Apply the principles and methods of public and business administration and management
- Analyze problems and situations accurately and provide timely and logical solutions
- Assemble and analyze data and make appropriate recommendations
- Plan, organize and direct work loads
- Interpret provisions of Education Code, Government Code, Public Contract Code, Health and Safety Code and other applicable laws, codes, rules and regulations and determine their impact on County Office and school district operations and functions
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Direct the process for the review and approval of all district budgets and reports
- Maintain and update the MCOE Board Policies and Administrative Regulations
- Meet schedules and timelines
- Work independently with little direction

- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others

Desirable Requirements:

- Doctoral degree in a relevant field
- Bilingual/Biliterate in Spanish

Licenses and Certifications:

- California Driver's License with evidence of insurability.