

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DEPUTY SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent, plan, organize, control and direct the operations, activities and services of the Administrative and Business Services Division including accounting, budget, District Business Services, Maintenance and Operations and Information Technology Systems functions; direct and participate in the preparation, development, analysis, maintenance, auditing and adjustment of the County Office and local school district budgets; coordinate and direct personnel, resources, communications and information to meet County Office and school district needs and assure smooth and efficient Division activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations, activities and services of the Administrative and Business Services Division including accounting, budget, District Business Services, Maintenance and Operations and Information Technology Systems functions; establish and maintain Division time lines and priorities; assure related activities comply with established local, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures

Direct and participate in the preparation, development and analysis of the annual preliminary County Office budget; oversee and participate in the review, auditing and analysis of school district budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements; evaluate and project annual income and expenditures to determine budget requirements; implement AB1220 regulations related to the financial health of local school districts.

Coordinate and direct personnel, resources, communications and information to meet County Office and school district needs and assure smooth and efficient Division activities; direct the development and implementation of Administrative and Business Services Division activities, programs, plans, services, projects, standards, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Assist the Superintendent with directing the day-to-day activities of the County Office; direct activities to meet financial obligations and assure the fiscal solvency of the County Office; analyze County Office issues and provide recommendations to the Superintendent concerning appropriate course of action; serve as the Superintendent in the absence of the administrator; review, analyze and sign documents and contracts on behalf of the Superintendent as directed.

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Direct the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office and school district funds and accounts; administer internal and external payroll processing and support functions; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds and budgets.

Monitor and analyze County Office and Division operations and activities for financial effectiveness and operational efficiency; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Administrative and Business Services operations, activities and school district support functions.

Serve as a member of the Superintendent's cabinet; provide technical information and assistance to the Superintendent and Board members regarding Division and County Office issues, needs, services and activities; participate in the formulation and development of related policies, procedures and programs; provide administrative support to meet the educational vision of the County Office.

Plan, organize, control and direct County Office-wide operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, grounds and equipment; direct the planning, development, scheduling, design and implementation of construction and renovation projects to meet the educational and operational needs of the County Office.

Direct operations and activities involved in the programming, development, design, installation, operation, maintenance and repair of computer and network systems and related hardware, software and peripherals; oversee the development and implementation of the comprehensive technology plan for the County Office including instructional and financial systems.

Administer fiscal support functions for designated school districts; provide consultation and technical expertise to administrators, personnel, school districts and others concerning Division, County Office and fiscal operations and activities; respond to inquiries and provide detailed and technical information concerning related services, accounts, transactions, budgets, records, reports, laws, codes, principles, standards, requirements, rules, regulations, policies and procedures.

Serve as the chief negotiator between the Superintendent and classified and certificated bargaining units as directed; review, analyze and determine appropriate response to collective bargaining issues and conflicts; maintain confidentiality of sensitive and privileged information.

Develop and prepare the annual preliminary budget for Administrative and Business Services; analyze and review budgetary and financial data; control and authorize Division and County Office expenditures in accordance with established limitations.

Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Division programs, services facilities, projects, accounts, budgets, compliance, systems, income, expenditures, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate State or federal agency according to established time lines.

Communicate with administrators, personnel and outside agencies to exchange information,

coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Coordinate, attend and conduct a variety of meetings and committees; present materials and information concerning Division and County Office programs, budgets, services, operations and activities; represent the Division and County Office at local, regional and State meetings, conferences, in-services, boards, councils and events as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of the operations, activities and services of the Administrative and Business Services Division including accounting, budget, District Business Services, Maintenance and Operations and information technology functions.

Accounting, budget and business functions of county offices and school districts.

Advanced theory and application of budgetary planning and control in a school system.

Computer systems and related installation, maintenance and repair functions.

General methods, practices, procedures, materials, tools and equipment used in facility inspection, cleaning, planning, construction, maintenance and repair activities.

Generally accepted accounting and auditing principles, practices and procedures.

Building construction practices and laws governing the construction and renovation of public buildings.

Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.

County Office organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Principles and practices of administration, supervision and training.

Financial analysis and projection techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Plan, organize, control and direct the operations, activities and services of the Administrative and Business Services Division including accounting, budget, District Business Services, Maintenance and Operations and Information Technology Systems functions.

Direct the preparation, development and analysis of the annual preliminary County Office budget. Review, audit and analyze school district budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements.

Coordinate and direct personnel, resources, communications and information to meet County Office and school district needs and assure smooth and efficient Division activities.

Supervise and evaluate the performance of assigned personnel.

Direct the development and implementation of Administrative and Business Services Division activities, programs, plans, services, projects, standards, strategies, goals and objectives.
Administer the preparation, development, monitoring, review, analysis, maintenance and adjustment of County Office and school district budgets, funds and accounts.
Coordinate and direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of funds and budgets.
Direct activities to meet financial obligations and assure the fiscal solvency of the County Office.
Provide technical expertise concerning Division, County Office and fiscal operations.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative, financial and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master's Degree in a business-related field (Doctorate Degree preferred), and eight years administrative experience working with fiscal operations and activities in an educational or related setting.

LICENSES AND OTHER REQUIREMENTS:

Valid Administrative Services Credential.
Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.