

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DIRECTOR II, DISTRICT BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent, plan, organize, control and direct operations and activities of District Business Services; coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities; direct and participate in the development and implementation of policies and operating procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities of District Business Services; oversee and participate in finance activities including developing fiscal policies for Districts, certifying State and federal reports, providing information and assistance to County Office and District personnel, and other activities as required; assure operations comply with established laws, rules and regulations.

Coordinate information and resources to assure smooth, efficient and accurate Department activities; coordinate meetings and in-services to provide information to administrators and personnel; serve as liaison to County Office personnel, Districts and outside agencies as needed; resolve problems, provide information, answer questions and facilitate program activities and operations.

Direct and participate in the development and implementation of policies and operating procedures including fiscal policies for departments and standard operating procedures; provide information and support to assure operations are implemented in an accurate and timely manner; monitor activities to assure compliance with established procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Oversee and approve County Office and District record and report preparation and maintenance; coordinate certification of school district revenue limits, special education entitlement reports and attendance reports to the state; oversee the filing of various data reports, payroll and financial and cost analysis.

Provide technical expertise, information and assistance to the Deputy Superintendent regarding District budgets and financial and accounting activities; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Deputy Superintendent of unusual trends or problems and recommend appropriate corrective action.

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Plan, organize and implement long and short-term programs and activities designed to develop assigned financial and accounting activities; develop, implement and monitor accounting systems for a variety of financial functions and oversee the business activities of the County-wide data processing system; recommend, plan and implement changes to the financial software system to support on-going district needs and State reporting requirements.

Serve as fiscal and technical advisor for the California Department of Education, County Offices and Districts; maintain close liaison with the Department of Education, Office of Public School Construction, County Controller, Assessor/Auditor and Treasurer and the Community College data center in matters related to school district and COE finances.

Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities including program cost accounting, revenue limit/attendance, STRS/PERS reports, tax transfers and various ad hoc financial reports; coordinate production of annual financial report for public education agencies in the County.

Maintain current knowledge of laws, rules and regulations related to assigned fiscal activities; compose and distribute informational bulletins to Districts regarding reporting requirements, changes to financial accounting procedures or related matters; prepare and present workshops to provide current information on new or revised legislation and/or regulations and provide training for the financial software system.

Develop and prepare the annual preliminary budget for District Business Services; coordinate budget review and approval process; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Coordinate the closing of District books, issuance of W2s and 1099s for districts and the County Office.

Oversee and participate in the MediCal Administrative Activities (MAA) program for Region IV.

Operate a computer and assigned software programs; operate other standard office equipment; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; serve on assigned committees.

OTHER DUTIES:

Provide for annual audit; participate in audit firm selection for educational agencies in the County.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of operations and activities of District Business Services.
Budget administration, preparation and control.

Financial analysis and projection techniques.
State and federal financial reporting requirements.
Applicable County Office of Education, California Schools Accounting Manual and other applicable laws, codes and regulations.
Payroll processing and reporting including STRS/PERS reporting.
Generally accepted accounting and auditing principles, practices and procedures.
Accounting, budget and business functions of a County Office of Education and school districts.
Financial and statistical record-keeping techniques.
Principles and practices of administration, supervision and training.
Applicable laws, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.

ABILITY TO:

Plan, organize, control and direct operations and activities of District Business Services including complex programs for finance, payroll and statistical records and reports.
Coordinate information, resources and personnel to assure smooth, efficient and accurate Department activities.
Direct and participate in the development and implementation of policies and operating procedures.
Supervise and evaluate the performance of assigned personnel.
Compile financial and attendance data and prepare related reports.
Analyze financial data and prepare forecasts and recommendations.
Communicate effectively both orally and in writing.
Serve as liaison to County Office personnel, Districts and outside agencies as needed.
Develop training activities, manuals and policies and assist departments with implementation.
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.
Prepare effective oral presentations.
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 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: bachelor's degree in business administration, finance, accounting or related field and five years increasingly responsible experience implementing accounting practices in an educational setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.