

# **Sacramento County Office of Education Job Description**

## **Classification Title: Associate Superintendent, Business Services**

### **DEFINITION**

The Associate Superintendent, Business Services functions as a member of the County Superintendent of Schools' Cabinet; serves as deputy finance officer of the County Superintendent of Schools and County Auditor-Controller; provides direction and assumes executive responsibility for the Sacramento County Office of Education internal and external financial and administrative services including:

- Budget/Accounting Services
- Purchasing, warehousing, printing
- Maintenance and operations
- Transportation
- Information Systems
- Personnel
- Payroll

### **DIRECTLY RESPONSIBLE TO**

County Superintendent of Schools.

### **SUPERVISION OVER**

Management, technical, and clerical personnel as assigned.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Has overall responsibility for planning, organizing, assigning, and directing activities of a staff of supervisory and clerical employees engaged in establishing and maintaining accounts and financial records and in preparing a variety of financial and statistical reports; responsible for the preparation, analysis, and administration of the county schools' service fund and department annual budgets; provides a close working liaison with school district business officials; reviews and makes recommendations concerning school district budgets; recommends and establishes policies for accounting and fiscal record keeping, reporting, and related procedures and systems; reviews and studies changes in legal and procedural requirements regarding fiscal operations; consults with management personnel, other officials and interested parties on accounting and fiscal policies, practices, systems, and methods; compiles data; prepares complex financial reports; makes recommendations on accounting and fiscal aspects of budget preparation and control; responsible for the selection, training, and evaluation of personnel; makes recommendations to management on matters of policy, procedures, and changes in legislation; attends to additional duties as assigned; works with County Counsel on legal interpretations of legislation, laws, and codes relating to school finance.

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

Any combination of education, training, and experience equivalent to the graduation from an accredited four-year college with specialization in accounting, (experience at a district or county office of education at the management level in business services may be substituted on a year-for-year basis for college); increasingly responsible supervisory/management experience in varied budgeting, accounting, or accounting systems.

#### **Knowledge, Skills, and Abilities**

Knowledge of legislative procedures, bill analysis and review; accounting, auditing, and system accounting principles, procedures and practices; local governmental accounting and budgeting; use and application of electronic data processing for financial systems; principles and techniques of organization, management

and supervision; accounting, auditing and fiscal analysis techniques; theory and principles of local ad-valorum tax assessment and apportioning procedures.

Knowledge and skills to administer school financial activities; supervise the administrative services of the County Office of Education; plan, organize, and direct the work of supervisory, technical, and clerical staff; analyze and interpret financial records and reports; prepare complete, clear and concise reports; establish and maintain effective working relationships at all levels; analyze and evaluate governmental accounting problems; develop pertinent financial data and systems reports and recommendations, and devise systems accordingly; communicate clearly and concisely, orally and in writing; analyze, interpret, and implement all pertinent legal and administrative laws, rules, and regulations.

**Physical Characteristics (Consideration will be given to reasonable accommodation for the following physical requirements):**

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to travel from site to site and move about the county office; ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone, and to address groups; physical and emotional stamina to endure additional hours of work, under sometimes stressful conditions.

**Other Characteristics**

Willingness to work under sometimes stressful conditions, attend night meetings, work additional hours as required, and travel locally and throughout the state as required. Possession of a valid California driver's license.

All candidates must be bondable and acceptable in all respects for deputization by the county auditor-controller.

Revised 2/12/19

Previous Title: Assistant Superintendent, Business Services

Amended 12/8/04

Approved by County Board 1/7/85

Previous Title: Assistant Superintendent, Business and Administrative Services