

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2005
RANGE: SALARY SCHEDULE #89
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

**DEPUTY ADMINISTRATIVE OFFICER
FISCAL CRISIS AND MANAGEMENT TEAM (FCMAT)**

DEFINITION

Under the direction of the Deputy Executive Officer (DEO) of the Fiscal Crisis and Management Assistance Team (FCMAT), this position is responsible for assigning and monitoring the various consultants contracted by FCMAT.

The Deputy Administrative Officer (DAO) – FCMAT will be responsible for recruitment, assignments, evaluations, and all contract provisions for contracted positions that work as consultants to FCMAT.

In addition, the DAO – FCMAT will be asked to supervise, manage and direct professional and technical staff.

The DAO – FCMAT will be assigned to high-level on-site responsibilities that will require travel and extended work assignments.

The DAO – FCMAT will be responsible for the training, staff development and evaluations of the County Office Regional Teams.

EXAMPLES OF DUTIES

The DAO – FCMAT will work directly with the DEO – FCMAT on the selection and specific job assignments of the various consultants and FCMAT staff. The DAO – FCMAT will recruit, assign and evaluate the various consultants.

With input from the DEO – FCMAT, evaluate and supervise the management analysts.

The DAO – FCMAT will be required to monitor the consultant's level of expertise and job skills.

The DAO – FCMAT is responsible for developing an evaluation system related to FCMAT contracted consultants, and provides for the coordination of FCMAT on-site work.

Work with FCMAT's Chief Administrative Officer, Chief Accountant and Chief Management Analyst in monitoring FCMAT's budgets, grant documents, expenditures and revenues.

When required, the DAO – FCMAT will be assigned certain high profile jobs/responsibilities that may require extended stays outside of the Kern County area.

The DAO – FCMAT will be required to develop, coordinate, and evaluate the training for the County Office Regional Assistance Teams.

The DAO – FCMAT will develop and maintain a list of qualified retirees that may be shared with other agencies as potential consultants as needed for management assistance and/or fiscal crisis intervention. The DAO – FCMAT will create a reasonable process that qualifies the retirees to be considered for potential consultants for FCMAT and the local educational agencies.

Coordinate professional services, system analyses and design, project management, client support, and communications necessary to further develop FCMAT operations.

When necessary, take direction from the FCMAT Chief Executive Officer (CEO) in order to support the organization's goals and requirements in the area of collaboration with other statewide control agencies, presentations, and programs designed to provide information and training to educational constituents, and other duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of California public school finance; general accepted accounting practices;

public accounting; governmental accounting;

the K-12th Public Education Format, processes and procedures; the California Education Code.

Ability to:

Ability to manage and administer large and complex statewide programs and projects; work independently and supervise diverse staff members;

be expert in identifying and managing technical consultants, resources and multi-faceted agencies;

perform proven interpersonal, group facilitation and technical skills consistent with the goals and objectives of FCMAT.

Experience:

Proven and progressive management and administrative experience with the development and implementation of large projects.

Education:

Bachelor's degree required.

Master's degree preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

TS: gs

11/5/15

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