

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2001
SALARY SCHEDULE: #91
CLASSIFIED MANAGEMENT
CODE: 2, 6, 8**

**MANAGEMENT ANALYST – GENERAL ADMINISTRATION
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT)**

DEFINITION

Under general supervision conduct on-site county office and school district visitation to provide supervision for team financial and management assistance reviews;

organize and manage operational, analytical and fiscal data analysis;

oversee AB1200 requirements;

provide training and supervision of team personnel.

EXAMPLES OF DUTIES

Conduct on-site visitation to county offices and school districts to advise and assist administrators and school boards on administrative and financial matters for the County Office Fiscal Crisis and Management Assistance Teams (FCMAT).

Analyze and review district budgets, interim reports and various financial reports.

Check, correct as necessary, and give approval to forms, agreements, contracts, etc.

Serve as liaison to various state professional organizations dealing with school finance, governance, budgeting, accounting, and related policies and procedures;

supervise support personnel on the County Office Fiscal Crisis and Management Assistance Teams;

work with professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in school administration.

QUALIFICATIONS

Knowledge of:

Leadership and supervisory techniques;

analytical skills, managerial skills and advanced accounting principles and practices including governmental accounting;

audit procedures and data processing applications.

Ability to:

Provide leadership and direction;

establish policy and procedures;

supervise, plan, organize and team direct employees.

Experience:

Five (5) years of supervisory experience at the district or county level.

Superintendency desirable.

Education:

Bachelor's degree with concentration in Business Administration or Educational Administration;

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 has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/16/15

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