



**CHIEF EXECUTIVE OFFICER
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT)**

Certificated Job Description

**APPROVED JULY 2000
RANGE: SALARY SCHEDULE #19**

IMMEDIATE SUPERVISOR:

Assistant Kern County Superintendent of Schools

ESSENTIAL FUNCTIONS:

1. Under direction, plan, organize, direct and manage the operation of FCMAT; work directly with the FCMAT Governing Board and the Kern County Superintendent of Schools to coordinate all FCMAT's activities; arrange for appropriate services from individuals and firms through contracts; recruit, select and train team members and perform related duties.
2. Provide overall supervision for the Fiscal Crisis and Management Assistance Team.
3. Provide overall leadership/guidance on fiscal crisis intervention, management assistance and comprehensive assessments.
4. Plan, organize and conduct management reviews of county offices and school districts to include analysis of financial management, budget processes, organizational structure, staffing and support service operations.
5. Sit on various state-appointed committee and panels.
6. Present at various state and local conferences and workshops.
7. Assist in the supervision and evaluation of team members.
8. Supervise and evaluate the Deputy Executive Officer.
9. Reflect to the division philosophies and attitudes as expressed by the Superintendent of Schools.
10. Plan and organize meetings to carry out internal and external functions of the division.
11. Meet with various state agencies to discuss FCMAT's operations and respond to questions.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Possess knowledge of and willingness to stay abreast of trends, innovations and practices in the school administration and finance.

2. Thorough knowledge of California school law and finance, as well as the issues affecting public school finance and school business management in California.
3. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
4. 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.

B. Professional Qualifications:

1. Have the proven ability to communicate effectively, both verbally and in written materials.
2. Relate and communicate with school administrators, board members, media staff and the public.
3. Have the demonstrated ability to work harmoniously with the staff, administrators, school boards, state agencies, and the public both as a leader and group member.
4. "This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details."
5. Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Must hold a Master's or Doctorate degree.

B. Experience:

1. Five years of administration or supervision experience, with superintendency desirable.
2. Three years of experience in a county superintendent of schools office.

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7/8/15

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Legal statement added 10/17/08