



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

Certificated Job Description

IMMEDIATE SUPERVISOR:

Chief Executive Officer (CEO) of the Fiscal Crisis and Management Assistance Team

Under the administrative direction of the Chief Executive Officer, the Deputy Administrative Officer shares responsibility with the Deputy Executive Officer (DEO) to manage the day-to-day administration of FCMAT; to plan and direct the statewide implementation and operation of FCMAT; lead and manage professional and technical staff; obtain the cooperation and consensus of diverse stakeholder interests; oversee the departmental budget; and coordinate any needed contract services.

ESSENTIAL FUNCTIONS:

1. The DAO takes direction from the CEO, and works directly with the DEO, 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.
2. The DAO will assist the CEO with governmental relations and FCMAT Board meetings.
3. The DAO will develop and manage the FCMAT Board newsletter, FCMAT Annual Report, and assist in the continuing development of the FCMAT website.
4. The DAO will serve as liaison to develop and maintain effective communication between FCMAT and KCSOS.
5. Provide support to the FCMAT CEO in legislative hearings and preparatory meetings.
6. Maintain knowledge of and provide coordination and integration with relevant state and national education initiatives and other efforts that affect the California public education system.
7. Responsible for managing FCMAT operations and professional and support staff and participating in FCMAT services to county offices of education, school districts, charter schools, and community college districts.
8. When required, the Deputy Administrative Officer (DAO) will be assigned to certain high level jobs/responsibilities that may require extended stays outside of the Kern County area.
9. The DAO will provide direction to the site administrator to support the operations of the Bakersfield office including providing oversight of personnel evaluations for support staff.
10. The DAO may coordinate professional services, system analysis and design, project management, client support, and communications necessary to further develop FCMAT operations.

11. The DAO will provide an ongoing analysis and assessment of quality control and editing of FCMAT reports.
12. The DAO is responsible for management of FCMAT Comprehensive Reviews and assist in curriculum and board and community relations components of FCMAT Management Assistance reviews or Immediate Assistance and perform other duties as assigned.

MINIMUM QUALIFICATIONS:

A. Personal Qualifications:

1. Knowledge of California public school finance, curriculum, local governance, and compliance with regulations.
2. Knowledge of generally accepted accounting principles.
3. Knowledge of the K-12 Public Education Format, processes and procedures.
4. Knowledge of the California Education Code.
5. 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.
6. 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.
7. 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. Ability to manage and administer large and complex statewide programs and projects.
2. Ability to work independently and supervise diverse staff members.
3. Ability to be expert in managing technical consultants, resources and multi-faceted agencies.
4. Ability to perform proven interpersonal, group facilitation and technical skills consistent with the goals and objectives of FCMAT.
5. Demonstrated ability to assign responsibility, delegate authority, motivate and empower others to achieve high levels of performance, and values the contributions of all employees.
6. 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.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Bachelor's degree required.
2. Master's degree preferred.
3. California Administrative Credential required.

B. Experience:

1. Proven and progressive management and administrative experience with the development and implementation of large project.
2. Superintendent experience preferred.

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9/10/15

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