

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVAL DATE:
LAST REVISED: OCTOBER 2018
SALARY SCHEDULE: #98
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8

ASSISTANT SUPERINTENDENT – FINANCIAL SERVICES

DEFINITION

Under the administrative direction of the County Superintendent, plan, organize, implement and control KCSOS internal and external financial services; formulate and develop business systems, policies, standards and procedures in compliance with laws, regulations, contracts, agreements and best practices; train, supervise and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES

Direct the development and preparation of the annual preliminary budget: analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations;

formulate and develop business services systems, policies, standards and procedures in compliance with a variety of federal, state and local laws, rules and regulations; coordinate department management, personnel, information and resources to ensure business and financial functions run smoothly and efficiently;

participate in a variety of financial and resource allocation planning and negotiations with bargaining unit representatives; analyze department personnel needs and requirements; supervise resource allocation and authorize ordering and expenditures;

plan, organize, control and direct the overall activities and operations of the Business Services department; oversee and direct the activities of Internal and External finance;

plan, organize, control and direct district fiscal support services to provide fiscal oversight and management support to districts;

prepare and maintain a variety of reports and documentation related to department activities; oversee the preparation of Board Financial Reports, county office quarterly financial statements, revenue reports, and budget records;

provide technical assistance and serve as an advisor to the County Superintendent regarding assigned departments and activities; serve as a liaison between district schools, county office, governmental agencies, California Department of Education and others to communicate information and develop departmental programs;

represent the county office at various meetings, conferences and public events; make presentations and speak to groups and audiences regarding department activities and operations; chair CBO and supervisory meetings as required by the County Superintendent;

interview, select, supervise and evaluate the performance of assigned staff; coordinate and direct employee assignments and review work to ensure compliance with established plans, strategies, standards, requirements and procedures as needed; work with employees to correct identified deficiencies; review recommended transfers, reassignments, disciplinary actions and/or termination;

train and provide work direction and guidance to assigned personnel; assign duties and review work to ensure accuracy and completeness; provide input concerning employee interviews and evaluations as requested;

attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events;

comply with schedules, policies, regulations, procedures, orders and directives of the County Superintendent;

exhibit professionally appropriate interpersonal skills including, but not limited to tact, patience, flexibility and courtesy;

serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area;

serve as a technical resource concerning assigned program;

work collaboratively and maintain effective working relationships with others;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of advanced principles and practices of school finance including accounting, financial reporting, budget formulation, financial forecasting and facility planning and funding;

knowledge of advanced theories and state of the art practices in methods of management, leadership, supervision, training and policy formulation;

knowledge of audit and fiscal control procedures;

knowledge of laws and regulations governing public school finance; applicable sections of State Education Code and other applicable laws, rules, and regulations related to assigned activities;

knowledge of KCSOS organization, policies and objectives and LEA governance rules and processes;

knowledge of state legislative and department processes and resources.

Ability to:

Ability to provide leadership, plan, organize and direct the service and staff within assigned areas;

ability to articulate ideas and information to others;

establish successful working relationships with internal and external clients;

demonstrate strong interpersonal skills;

anticipate business needs, plan and implement innovative actions to meet future needs;

analyze and identify fiscal support and process needs of KCSOS programs and adapt internal processes to ensure responsive service, efficient operations, compliance and controls;

analyze and identify LEA fiscal support needs/trends and develop responsive and proactive resources;

prioritize goals and provide clear direction and support toward goal attainment;

communicate clearly and concisely to various audiences and in a variety of formats as appropriate (oral, written, presentation, one-on-one, small group, etc.);

develop, analyze, project and communicate the fiscal implications of decisions and changing environments.

Experience

Five (5) years successful administration experience managing financial functions in an educational organization;

Superintendent, assistant superintendent or equivalent experience preferred;

experience working with boards, district leaders, represented employee groups, parents and community stakeholders.

Education:

Master's degree in finance or related field.

CONDITIONS OF EMPLOYMENT:

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.

Some positions may require proof of a 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.

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