

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISIONS APPROVED SEPTEMBER 2017  
SALARY SCHEDULE: #24  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

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

**DEFINITION**

Under the direction of the Chief Executive Officer (CEO) of the Fiscal Crisis and Management Assistance Team (FCMAT), the Deputy Executive Officer II (DEO) is responsible for the day-to-day operations of one or more assigned areas of the FCMAT operation.

The DEO will work cooperatively with K-12 districts, county offices of education, community colleges and charter schools, private sector service providers, professional organizations, the administrative and fiscal agent and other statewide leadership groups in order to accomplish the objectives of FCMAT.

**EXAMPLES OF DUTIES**

Work closely with the CEO and other FCMAT staff in order to plan, coordinate and implement the various duties, programs, initiatives and activities of FCMAT;

may be assigned as a Fiscal Advisor, or Fiscal Expert to school districts experiencing insolvency or a fiscal emergency;

serve as the primary job intake coordinator to respond to job requests, evaluate the nature of the request, develop scope and estimate for agreed upon work, assign internal and external personnel resources, and schedule personnel resources;

serve as the primary or secondary internal reviewer for quality control, timeline and final edit of all FCMAT reports and publications;

supervise and evaluate assigned personnel, including chief management analysts, intervention specialists, technical writers and clerical staff;

manage consultant personnel;

serve as budget manager for FCMAT and related budgets;

conceptualize, create, coordinate, plan and implement (including collaborating with a variety of statewide and private organizations) professional learning opportunities for personnel working in school districts, county offices of education, community colleges, charter schools and other constituents;

coordinate and serve as the primary FCMAT representative to the FCMAT CBO Mentor Program the USC School Business Management Certificate Program and other similar professional learning programs and academies;

work to conceptualize, create and deliver appropriate products to the field intended to support the professional efforts of business officials and business office staff (including handbooks, software applications, fiscal alerts, publications and overall website offerings);

serve as the primary FCMAT staff to coordinate and comply with California Public Records Act requests;

develop, revise and instruct FCMAT staff on standard operating procedures (SOPs);

when necessary, take direction from the CEO in order to support the organization's goals and requirements in the area of governmental relations, collaboration with other statewide control agencies, presentations and programs designed to provide information and training to educational constituents, and other duties as assigned;

attend and participate in FCMAT Board Meetings.

### **QUALIFICATIONS**

#### Knowledge of (one or more of the following):

California public school finance and school business management practices;

instructional programs including special education;

all aspects of AB 1200 and AB 2756 as described in Education Code 42127;

auditing standards;

California Education Code, California Public Records Act, and other education institution related codes;

personnel supervision.

#### Ability to:

Oversee and manage projects;

work independently and supervise diverse staff members and consultants.

#### Experience:

Experience in administrative oversight, organizational development and supervision.

Successful experience for a minimum of five (5) years working in a district or county office of education business environment or at least two (2) years of demonstrated expertise in an administrative leadership position or five (5) years at a management or executive-level role in either the private or public sector.

#### Education:

Bachelor's degree required.-

Master's degree preferred.

#### Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interest (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 for further details.

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.

CP: gs

9/14/17

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