

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED OCTOBER 2020  
SALARY SCHEDULE #98  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**FCMAT INTERVENTION SPECIALIST  
(Fiscal Crisis and Management Assistance Team)**

**DEFINITION**

Under the direction of the Deputy Executive Officer (DEO) of the Fiscal Crisis and Management Assistance Team, the FCMAT Intervention Specialist will be responsible for providing assistance to California K-12 school districts, county offices of education, community colleges and charter schools on policy, procedures, governance issues, finance, personnel, facilities, technology, business and general instructional and operational areas.

These functions will be conducted during management assistance, technical assistance and fiscal crisis intervention services to local educational agencies (LEAs).

The FCMAT Intervention Specialist will also be required to develop training or procedural guidelines for use by LEAs and provide professional development. Extended work assignments throughout the state will be required.

**EXAMPLES OF DUTIES**

Organize or participate in FCMAT reviews, comprehensive assessments, fiscal and operational area assessments and interventions, and management and/or technical assistance; and develop and implement special projects directed towards building internal operational capacities in educational agencies;

these responsibilities may include, but not be limited to: On-site management of review teams, preparing multi-year financial projection and cash flow models, analyzing and developing organizational and staffing models, and evaluating and scoring LEA's using FCMAT's tools (e.g. Fiscal Health Risk Analysis) and other standards;

organize, lead and/or conduct auditing activities and procedures in accordance with industry standards in support of assigned extraordinary audits of LEAs;

prepare written reports, develop procedural documents and make presentations in accordance with FCMAT standards;

develop training materials and participate in and deliver statewide professional learning presentations to LEA fiscal and management staff;

attend all FCMAT staff meetings, training sessions and other meetings at locations around the state.

**QUALIFICATIONS**

***Knowledge of:***

Leadership and supervisory techniques;

issues affecting public school financing and school business management in California;

California public school systems which may include organization, policy, processes and procedures for K-12;

county offices of education;

community college;

and charter school;

California Education Code and other education related codes and regulations;

generally accepted accounting principles and practices;

public accounting;

governmental accounting;

budgeting and financial forecasting techniques for governmental agencies;

technology to support educational organizations;

educational data management techniques;

generally used tools for school finance (LCFF calculator and Projection-Pro).

*Ability to:*

Manage and administer large and complex projects;

work independently and supervise diverse team members;

successfully interact and communicate with LEA staff, technical consultants, and a variety of different agencies;

provide professional development;

perform effectively in group facilitation using technical skills consistent with the goals and objectives of FCMAT.

*Experience:*

Five (5) years of proven and progressive management and administrative experience with documented success in the development and implementation of improvement plans and special projects required.

Five (5) years of experience as a chief financial officer (CFO), chief business official (CBO), chief technology officer (CTO) or chief facilities officer or equivalent at a school district, charter school, county office of education or community college preferred.

*Education:*

Bachelor's degree required.

Master's degree preferred.

Special certifications related to job duties are 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 is overtime exempt and has a probationary period of one year.

CP: rn

10/5/2020

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