

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2025
SALARY SCHEDULE #96
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 1, 6, 8**

CHIEF ADMINISTRATOR - FISCAL SUPPORT

DEFINITION

Under general direction, responsible for budgetary and financial development, implementation, and reporting for the Kern County Superintendent of Schools (KCSOS).

EXAMPLES OF DUTIES

Direct and perform the preparation, development and implementation of the budget, interim reports, unaudited actuals, and all other required financial reports for KCSOS and assigned dependent charter schools, enterprise funds, foundations, joint powers authorities, financing corporations and trusts;

review and oversee all KCSOS site budgets and financial reports;

prepare statistical and forecast information with regard to salary and benefit costs in preparation for negotiations;

perform fiscal oversight for dependent and non-dependent charter schools as assigned;

review, modify, and implement organization-wide business workflows and processes in collaboration with other KCSOS departments, school districts, and vendors to ensure alignment and compliance with KCSOS goals and legal standards;

manage and oversee the internal business department and assist other KCSOS departments in the administration and management of fiscal resources;

direct, supervise, lead, and evaluate the performance of assigned division personnel;

facilitate communication with other KCSOS departments, school district personnel, and other local, state, and federal agencies;

responsible for the implementation, monitoring, improvement and training on all business office programs, software, processes and workflows.

develop, implement, interpret, and evaluate practices to meet legal requirements, policies and procedures related to business functions for internal and external business operations;

perform analyses and provide input on legislative matters related to county offices of education, school districts, charter schools, or other education matters;

prepare and present information and training related to KCSOS budget development, monitoring, and organization-wide business processes;

prepare and present information and training related to external district budget and financial support processes, as needed;

work with professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in school administration;

monitor and evaluate any changes in school district or county office of education financial regulations and provide bulletins to advise of compliance changes;

serve as a facilitator for the KCSOS county-wide financial system;

plan, train, and support KCSOS and district staff in the use of the QSS financial system in all aspects of business;

establish and maintain all KCSOS financial and business office due dates and deadlines;

develop and prepare documents, presentations, or other information for presentation to school district, county, or other local or state governing boards;

review KCSOS student program attendance and CalPADS data for accuracy;

provide direct fiscal support services to Kern County school districts and charter schools;

represent KCSOS with state, regional, or county-wide agencies and committees;

engage in professional development to remain informed of industry best practices;

attend professional workgroup meetings at the local, county and state level;

determine workloads, maintain organizational charts for assigned staff;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Theory, principles, practices, and techniques of education or public administration, including current trends and practices in public accounting;

administrative principles and methods, including goal setting, program and budget development and implementation, and employee supervision;

leadership, supervisory, and motivational techniques;

school district and county office of education financial and management operations;

systems used to manage KCSOS and district finances, assets, personnel, and communications.

Ability to:

Plan, organize, administer, review, and evaluate a broad financial services operations;

select, train, motivate and evaluate assigned staff;

develop, implement and interpret goals, objectives, policies, procedures, work standards, and internal controls;

analyze complex problems, evaluate alternatives and make sound, creative recommendations;

exercise sound independent judgment and initiative within established guidelines;

establish and maintain effective working relationships with those encountered in the course of the work;

represent the office in meetings with others;

prepare clear, concise and accurate reports, correspondence, analytical studies, and other written materials;

interpret California School Accounting principles, governmental accounting standards, and applicable local, state, and federal legislation.

Education:

Bachelor's degree with a concentration in business administration, public administration, accounting, finance, economics, mathematics or closely related field.

Master's degree in business administration, public administration or related field.

Chief Business Official certificate preferred.

Experience:

Five (5) years of experience as a school district or county office of education Chief Business Official (CBO), Assistant Superintendent of financial or business operations, Director of Fiscal Services, or similar qualifying experience.

Conditions of employment:

Requires proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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

7/3/2025

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