

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED APRIL 2025
SALARY SCHEDULE #98
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

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

DEFINITION

Under general direction, the FCMAT Intervention Specialist will assist in providing guidance and support to California's TK-12 school districts, county offices of education, community colleges and charter schools on a variety of diverse areas including, but not limited to; policy formulation, procedural enhancements, technical assistance, governance matters, financial stewardship, personnel, management facility optimization, technological integration, business acumen and overarching realms of instructional and operational best practices. There is an emphasis on school and college fiscal matters including accounting, budgeting, and financial planning.

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

EXAMPLES OF DUTIES

Lead projects related to AB 1200 reviews, comprehensive assessments, fiscal manual development, fiscal and operational area assessments and interventions, technical assistance, fraud reviews, etc.;

on-site and/or virtual management of review teams;

preparation of multi-year financial projection and cash flow models;

analyze and develop organizational and staffing models;

evaluate and score LEAs using FCMAT tools and other standards;

assist in defining project scopes, timelines, and deliverables for assigned projects;

monitor project progress, communicate with LEAs, manage resources, and ensure successful and timely project outcomes;

prepare and deliver written reports and presentations in accordance with FCMAT standards to LEAs throughout the state;

develop training materials and participate in and deliver statewide presentations for professional learning to and for LEA staff and board members;

assist in development and revision of FCMAT's operational manuals;

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

QUALIFICATIONS

Knowledge of:

Leadership and supervisorial methods and techniques;

issues affecting public school finance and school business management and operations in California;

California public school systems which may include organization, policy, processes and procedures for TK-12, county offices of education, community colleges, and charter schools;

California Education Code, Government Code, and other education related codes and regulations;

generally accepted accounting principles and practices;

public accounting, governmental accounting, and governmental auditing;

budgeting and forecasting techniques for governmental agencies;

educational technology to support educational organizations;

educational data management techniques;

educational personnel management methods and techniques;

generally used tools for school finance (i.e., Local Control and Funding Formula (LCFF) calculator and Projection-Pro).

Ability to:

Manage and administer large and complex projects;

work effectively both independently and remotely;

oversee and supervise the work of a diverse group of team members;

successfully interface with FCMAT staff, LEA staff, technical consultants, and multi-faceted agencies;

build and maintain strong client relationships, serving as a resource to LEAs within the state of California;

act as a trusted advisor, understanding LEA's needs and tailoring solutions that align with best practices;

maintain current knowledge of policies, laws, codes, regulations, and pending legislation related to LEAs, and understand how to apply them;

prioritize work to meet multiple deadlines and conflicting demands;

effectively communicate, both in verbal and written form, complex concepts in a clear and understandable manner;

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

travel throughout the state for 30% or more of the work calendar;

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

Experience:

Minimum of five (5) years of experience as a chief financial officer (CFO), chief business official (CBO), chief technology officer (CTO), an assistant superintendent, deputy superintendent, associate vice president/chancellor, vice president/chancellor or equivalent at a school district, charter school, county office of education or community college.

Ten (10) years of experience as a chief financial officer (CFO), chief business official (CBO), chief technology officer (CTO), an assistant superintendent, deputy superintendent, associate vice president/chancellor, vice president/chancellor 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, such as, Certified Public Accountant (CPA), Certified Fraud Examiner (CFE), Certified Administrator of School Finance and Operations (SFO), Chief Business Official (CBO), etc., 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

7/30/2026

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