

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MARCH 2017
SALARY SCHEDULE: #99
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

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

DEFINITION

Under the direction of the Kern County Superintendent of Schools, the Chief Executive Officer (FCMAT) will plan, organize, direct and manage the operation of FCMAT; work directly with the FCMAT Governing Board and the Kern County Superintendent of Schools to coordinate all FCMAT's activities; arrange for appropriate services from individuals and firms through contracts; recruit, select and train team members and perform related duties.

EXAMPLES OF DUTIES

The Chief Executive Officer (FCMAT) will provide overall supervision for the Fiscal Crisis and Management Assistance Team;

provide overall leadership/guidance on fiscal crisis intervention, management assistance and comprehensive assessments;

plan, organize and conduct management reviews of county offices and school districts to include analysis of financial management, budget processes, organizational structure, staffing and support service operations;

sit on various state-appointed committees and panels;

present at various state and local conferences and workshops;

assist in the supervision and evaluation of team members;

reflect the division philosophies and attitudes as expressed by the Superintendent of Schools;

plan and organize meetings to carry out internal and external functions of the division;

meet with various state agencies to discuss FCMAT's operations and respond to questions.

QUALIFICATIONS

Must possess knowledge of and willingness to stay abreast of trends, innovations and practices in the school administration and finance.

Must have knowledge of California school law and finance, as well as the issues affecting public school finance and school business management in California.

Ability to:

Communicate effectively, both verbally and in written materials;

relate and communicate with school administrators, board members, media staff and the public;

work harmoniously with the staff, administrators, school boards, state agencies, and the public both as a leader and group member.

Education:

Must hold a Master's or Doctorate degree.

Experience:

A minimum of five (5) years of responsible administrative level experience in public education.

Chief Administrative Officer/Superintendent, Deputy Superintendent, Assistant Superintendent or equivalent experience required.

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.

Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.

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 has a probationary period of one year.

TS: gs

3/14/17

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