



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Assistant Director, Business Services**

**Class Code: 1623**

**Work Days: 225**

**GENERAL PURPOSE**

Manage, supervise, coordinate, and provide technical, advisory, and consultative services to Orange County school districts in business-related areas; represent the Orange County Department of Education (OCDE) on committees; coordinate assigned activities with other units, divisions, outside agencies, and the general public; assist the Director and/or Executive Director with the day-to-day operations of the Business Services Division; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from higher level management staff.
2. Exercises direct supervision over management and professional staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; and recommend and implement policies and procedures.
  2. Administer the organization, staffing, and operational activities for various units within Business Services.
  3. Assist the Director and/or Executive Director with the day-to-day operations of the Business Services Division; assist in managing and conducting meetings, workshops, and trainings; and attend meetings and conferences on behalf of the Director and/or Executive Director; and advocate for OCDE and the Business Services Division.
  4. Provide consultant service to school districts and/or other agencies in the areas of accounting, budgeting, and/or finance.
  5. Provide consultation to school districts regarding effective financial and cash management to ensure district solvency.
  6. Develop and implement a variety of training programs, workshops, and meetings; and provide consultation and technical assistance to schools, school districts, and community agencies.
  7. Identify opportunities for improving service delivery methods and procedures; review potential improvements with appropriate management staff; and implement improvements.
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8. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development; set clear expectations; provide constructive feedback; assist in improvement as needed; and check in regularly for understanding.
  9. Attend and participate in professional group meetings and remain knowledgeable of new trends and innovations in the field of school business.
  10. Demonstrate attendance sufficient to complete the duties of the position as required.
  11. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of:**

1. California Education Code, Administrative Code, and OCDE policies, rules, and regulations.
2. Pertinent federal, state, and local laws, codes, and regulations.
3. Funding basis for public education in California.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Modern and complex principles and practices of program development and administration.
7. State and federal funding processes.
8. Modern and complex principles and practices of accounting and auditing.
9. Procedures, methods, and techniques of budget analysis and preparation.

### **Ability and Skill to:**

1. Analyze complex, comprehensive budget documents.
2. Assist districts in cash management.
3. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; and effectively delegate authority and responsibility.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.

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**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in accounting, finance, business, or public administration or a related field and five (5) years of experience in fiscal management and accounting, including supervisory experience; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.