



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

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**Associate Superintendent, Administrative Services**

**Class Code: 1476**

**Work Days: 225**

**GENERAL PURPOSE**

Plan, direct, manage, control, and provide strategic leadership for the internal activities and operations of the organization; provide performance management leadership to staff; coordinate assigned activities with other Orange County Department of Education (OCDE) divisions and outside agencies; and provide highly responsible and complex administrative support to the organization.

Act as a senior level Cabinet member providing direct support to the Superintendent in a variety of capacities including, but not limited to, working with outside agencies, professional organizations, and the Board of Education as needed.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives general direction from the Superintendent's office.
2. Exercises direct supervision over management, supervisory, professional, technical, and clerical 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. Assume full management responsibility for all internal business activities, including Human Resources functions and services, and recommend and administer policies and procedures.
  2. Serve as the Chief Business Official (CBO) for the organization; assure the financial stability of OCDE; conduct a final review and provide technical assistance in the compilation of annual budgets, interim reports, and annual audits; meet with administrators in the development of their budgets and closing prior year books; review fiscal portions of OCDE grants submitted to state and other agencies.
  3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within OCDE policy, appropriate service and staffing levels; recommend and administer policies and procedures.
  4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
  5. Liaison with other divisions and outside agencies; explain, justify, and defend organization programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
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6. Select, train, motivate, and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; and review and evaluate work products, methods, and procedures.
  7. Provide coaching to employees and collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
  8. Administer employee disciplinary policies and procedures; assist staff on disciplinary issues and action to be taken; administer formal grievance procedures; participate in hearings; and oversee the preparation and processing of responses to grievances.
  9. Develop and administer OCDE budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; and recommend adjustments as necessary.
  10. Assist in the development of long-range financial and building planning.
  11. Serve as a senior level member of Cabinet, supporting fellow Cabinet members and their Division activities and operations as needed, and provide direct support and assistance to the Superintendent in organizational matters of higher complexity and/or sensitivity.
  12. Act as liaison to private businesses, consultants, governmental agencies, and staff.
  13. Provide responsible staff assistance to the Superintendent; prepare and present staff reports and other necessary correspondence.
  14. Anticipate, devise solutions, and coordinate approaches and strategies pertaining to human resources and financial issues.
  15. Communicate and consult with school districts on issues within the purview of responsibility to ensure service levels meet client needs.
  16. Organize and direct the use of the Department's resources to affect desired legislative outcomes.
  17. Participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends and innovations in the fields of human resources and fiscal services.
  18. Respond to and resolve complex and sensitive inquiries and complaints.
  19. Demonstrate attendance sufficient to complete the duties of the position as required.
  20. Perform related duties similar to the above in scope and impact as required.

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

### **Knowledge of:**

1. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
2. Modern and complex principles and practices of program development and administration.
3. Integrated Financial and Human Resources Management Information Systems.
4. Operational characteristics, services, and activities of internal business operations, human resources, and facilities planning.

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5. Modern and complex principles and practices of accounting, payroll, budgeting, and purchasing.
  6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
  7. Personnel theory, principles, and practices and their application to a wide variety of programs.
  8. Current and pending legislation and court decisions relating to the rights and obligations of OCDE leaders and staff.
  9. Principles and practices of labor relations and personnel administration.
  10. Procedures, methods, and techniques of budget analysis and preparation.
  11. Principles and practices of mathematics, statistics, and financial analysis.
  12. Methods and techniques used in financial research and revenue forecasting.
  13. California Education Code, Administrative Code, and OCDE policies, rules, and regulations.
  14. Pertinent Federal, State, and local laws, codes, and regulations.

**Ability and Skill to:**

1. Provide administrative and professional leadership and direction.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Analyze and interpret financial and accounting records.
4. Effectively oversee and participate in budget development activities of the Department of Education.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Prepare complex financial statements, reports, and analyses.
8. Prepare clear and concise reports.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain effective working relationships with those contacted in the course of work, including Board of Education members and other appointed or elected officials, community groups, and the general public.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in business administration, public administration, or a related field and seven (7) years of educational 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.

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### **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.