



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

---

**Associate Superintendent, Business Services**

**Class Code: 1409  
Work Days: 225**

**GENERAL PURPOSE**

Plan, direct, manage, control, and provide strategic leadership for the external business activities and operations of the organization; provide performance management leadership to staff; coordinate activities with other Department of Education 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 administrative 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 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 external business activities including school finance functions and support services; recommend and administer policies and procedures.
  2. Manage the development and implementation of division goals, objectives, policies, and priorities for each assigned service area; establish, within Department of Education policy, appropriate service and staffing levels; allocate resources accordingly.
  3. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
-

---

## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. Liaison with other divisions and outside agencies; explain, justify and defend organization programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
5. Advise school district personnel on new legislation, fiscal advisories, and interpretation of laws and regulations as it relates to school business.
6. Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Serve as a senior level member of Cabinet supporting fellow Cabinet members and their Division activities and operations as needed.
8. Provide direct support and assistance to the Superintendent in organizational matters of higher levels of complexity and/or sensitivity.
9. 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; review and evaluate work products, methods, and procedures.
10. Manage and participate in the development and administration of the annual budget for assigned programs; forecast additional funds needed for staffing, equipment, materials, and supplies; coordinate the monitoring of and approve expenditures; recommend budgetary adjustments as necessary.
11. Direct the development, interpretation, and compliance of laws, rules, and regulations affecting school finance, school budgets, and financial reporting.
12. Represent the Department as an advocate for financial issues before the Senate Legislature, State department of Education, and various organizations, commissions, and institutions of higher learning.
13. Provide assistance to school districts and community college districts on school business matters.
14. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of school district business services.
15. Respond to and resolve difficult and sensitive inquiries and complaints.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties and responsibilities as required.

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

### **Knowledge of:**

1. Operational characteristics, services, and activities of a comprehensive business services program.

- 
2. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
  3. Modern and complex principles and practices of program development and administration.

**Knowledge of (cont.):**

4. Principles and procedures of school finance.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Methods and techniques of evaluating service requirements and conducting cost benefit analysis.
7. Principles and practices of financial record keeping and recording.
8. Advanced principles and practices of budget preparation and administration.
9. Principles of supervision, training, and performance evaluation.
10. California Education Code, Administrative Codes, and the Government Code.
11. Pertinent federal, state and local laws, codes, and regulations.
12. Process and procedures of state governmental agencies and legislative bodies.

**Ability and Skill to:**

1. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
2. Provide administrative and professional leadership and direction for the Business Services Division.
3. Identify and respond to community issues, concerns, and needs.
4. Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient business services.
5. Direct the development, interpretation, and compliance of laws, rules, and regulations affecting school finance, school budgets, and financial reporting.
6. Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
7. Analyze legislation and determine the impact on school finance.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Prepare clear and concise administrative and financial reports.
11. Interpret and apply federal, state, and local policies, procedures, laws, and regulations.
12. Communicate clearly and concisely, both orally and in writing.
13. 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 Master's degree from an accredited college or university with major course work in education, business administration, public administration, or a related field, and seven years of responsible experience managing multi-faceted, business-related school operations including two years of supervisory 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

Revised 3/2017