



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

Disbursement Services Manager

**Class Code: 1108
Work Days: 225**

GENERAL PURPOSE

Supervise, review, and participate in the development and implementation of disbursement services for the Department of Education; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. Exercises direct supervision technical 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Develop and review procedures regarding auditing and processing of fiscal transactions which include general expenditures of school districts K-14 to ensure compliance with proper statutory requirements and contractual agreements.
 3. Conduct various audits for the districts as appropriate.
 4. Establish and review procedures for auditing and processing school district expenditures.
 5. Act as liaison with school district representatives and county counsel, to resolve questions of legality of school district transactions.
 6. Plan, develop, and implement staff development programs.
 7. Provide leadership in the interpretation and application of state and federal laws and regulations to school districts.
 8. Review applicable legislation and new laws and disseminate this information to appropriate school district and department personnel.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Coordinate and prepare a variety of correspondence and reports as required.
10. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
11. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
12. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within the Disbursement Services Unit; prepare work schedules for appropriate staff.
13. Participate in management level planning and policy conferences for operating sections.
14. Develop and implement written procedure manuals for school district financial transactions.
15. Work closely with appropriate departmental employees for short-range and long-range planning and implementation of data processing system requirements.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operations, services, and activities of a disbursement services program.
2. Principles of effective supervision, leadership, training, coaching and performance evaluation.
3. Procedures, methods, and techniques of project and workflow management and organization.
4. Principles of budgeting, accounting, and auditing for public agencies.
5. Principles of contract administration and project management.
6. California Education Code, Government Code, Administrative Code, and the policies, rules and regulations of the Orange County Department of Education Office.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
2. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
3. Understand and interpret the complexities of the applicable statutes and regulations.
4. Plan, direct, and coordinate assigned programs and functions.
5. Establish and maintain effective working relationships with various constituencies.
6. Interpret and explain laws, codes, contracts, policies, and procedures.

Ability and Skill to:

7. Develop and present training materials.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
10. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration, or a related field, and four years of increasingly responsible experience in business administration services.

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 variably paced with moderate to high pressure.

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