



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

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**Executive Director, Business Services**

**Class Code: 1495**

**Work Days: 225**

**GENERAL PURPOSE**

Direct, manage, plan, and provide leadership for assigned Business Services programs; provide performance management leadership to staff; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. Exercises direct supervision over managerial, supervisory, 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. Coordinate and direct communications, information, personnel, and resources to ensure smooth and efficient activities and operations related to Business Services; direct the development and implementation of programs, projects, services, strategies, goals, and objectives related to Business Services; and recommend and implement policies and procedures.
  2. 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; and identify opportunities for improvement.
  3. Coordinate and participate in activities related to the County Committee on School District Reorganizations.
  4. Oversee the administration of compliance and support services provided to county school districts and Local Control and Accountability Plan (LCAP) development and approval.
  5. 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 workflow; and review and evaluate work products, methods, and procedures.
  6. Conduct various organizational studies, investigations, and operational studies and recommend modifications to business programs, policies, and procedures as appropriate.
  7. Develop and administer budgets for assigned programs; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
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8. Establish control procedures to ensure adherence to federal, state, and county laws and regulations regarding business administration of school districts and community college districts, including advice and monitoring of cash flow needs.
  9. Direct the processing of state and county reports, including attendance and various analyses and reports, and ensure adherence to financial reporting deadlines.
  10. 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.
  11. Serve as liaison for the Business Unit with other Orange County Department of Education units, divisions, and outside agencies; negotiate and resolve significant and controversial issues.
  12. Participate on a variety of boards and commissions; attend and participate in professional group meetings; and stay abreast of new trends, legislation, regulatory rulings, and innovations in the field of business services.
  13. Respond to and resolve complex and sensitive inquiries and complaints.
  14. Demonstrate attendance sufficient to complete the duties of the position as required.
  15. Perform related duties similar to the above in scope and impact as required.

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

##### **Knowledge of:**

1. Operational characteristics, services, and activities of a 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.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Advanced principles and practices of budget preparation and administration.
6. Pertinent federal, state, and local laws, codes, and regulations.
7. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
8. California Education Code, California Administrative Code, and the policies, rules, and regulations of the Orange County Department of Education.

##### **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; and effectively delegate authority and responsibility.
3. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
4. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.

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5. Prepare and administer large and complex budgets.
  6. Interpret and explain the Business Unit policies and procedures.
  7. Prepare clear and concise administrative and financial reports.
  8. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
  9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
  10. Develop and present training materials.
  11. Interpret, apply, and explain federal, state, and local policies, procedures, laws, and regulations.
  12. Communicate clearly and concisely, both orally and in writing, in English; and present information effectively in front of both large and small groups.
  13. Establish and maintain effective working relationships with various constituencies.

#### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a master's degree in accounting, business administration, or a related field and six (6) years of business experience, including experience in fiscal management, accounting, and supervision; 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.

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## **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 essential functions.

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