



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

Executive Director, Fiscal Services

Class Code: 1654

Work Days: 225

GENERAL PURPOSE

Direct, manage, plan, and provide leadership for fiscal services programs in the Administrative Services Division; 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 general direction from higher level management staff.
2. Exercises direct supervision over management, supervisory, 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. Coordinate and direct communications, information, personnel, and resources to assure smooth and efficient activities and operations related to fiscal operations; direct the development and implementation of programs, projects, services, strategies, goals, and objectives related to fiscal operations; 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, support systems, and internal reporting relationships; identify opportunities for improvement and review with the senior leadership; and implement improvements.
 3. 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.
 4. Conduct a variety of organizational studies, investigations, and operational studies and recommend modifications to fiscal programs, policies, and procedures as appropriate.
 5. Develop and administer the Orange County Department of Education (OCDE) budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; and recommend adjustments as necessary.
 6. 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.
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7. Monitor income and expenditures and develop individual budgets for each program and special project.
 8. Coordinate services with those of other divisions and outside agencies and organizations; provide staff assistance to higher level management staff; prepare and present staff reports and various other reports, including the annual financial report.
 9. Analyze and adjust financial projections during the fiscal year; update and make recommendations based on findings.
 10. Oversee the preparation and maintenance of accurate accounting records on financial and budget transactions for OCDE; monitor income and expenditure account transactions for accuracy and propriety; estimate income through various programs, taxes, state apportionments, block grants, and contract services.
 11. Manage the organization's internal payroll program.
 12. Coordinate and participate in the preparation of proposed language for inclusion in school finance legislation.
 13. Participate on various boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, legislation, regulatory rulings, and innovations related to assigned programs.
 14. Demonstrate attendance sufficient to complete the duties of the position as required.
 15. Perform related duties and responsibilities as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services, and activities of fiscal services programs.
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. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Financial Management Information Systems.
7. Modern and complex principles and practices of accounting, payroll, and budgeting.
8. Procedures, methods, and techniques of budget analysis and preparation.
9. Principles and practices of mathematics, statistics, and financial analysis.
10. Methods and techniques used in financial research and revenue forecasting.
11. Automated system capabilities and limitations pertaining to payroll and accounting programs.
12. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
13. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide administrative and professional leadership and direction for the Administrative Services Division.
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. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Analyze and interpret financial and accounting records.
5. Effectively oversee and participate in OCDE budget development activities.
6. Prepare complex financial statements, reports, and analyses.
7. Establish and maintain effective working relationships with various constituencies.
8. Interpret and explain laws, codes, contracts, policies, and procedures.
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; 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 a master's degree in accounting, finance, business, or public administration, or a related field and six (6) years of educational experience in fiscal management and accounting including at least two (2) years of supervisory and administrative 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 may 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.