



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

Manager, Business Services

**Class Code: 1005
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the Fiscal Oversight Team within the Business Services Division; coordinate assigned activities with other units, divisions, outside agencies, and the general public; review and analyze school district budgets; provide technical assistance to school districts in preparing and monitoring annual budgets, fiscal reports, and financial data; manages attendance accounting reported to California 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 over professional and technical 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
 2. Coordinate the organization, staffing, and operational activities of the Fiscal Oversight Team.
 3. Under the direction of the Secretary to the County Committee, facilitate the County Committee on School District Organization with the process of making recommendations in the areas of the organization and reorganization of school districts, changes in school district boundaries, and the number of trustees and the manner by which they are elected.
 4. Coordinate Business Services programs with other divisions and outside agencies and organizations; provide staff assistance to higher level management staff; and prepare and present staff reports and other necessary correspondence.
 5. Prepare and update various budget-related reports, including various complex state and federal reports, and provide information, analysis, and special reports to higher level management.
 6. Examine district yearly compensation settlements and submit written evaluations to higher level management.
 7. Verify and submit the district's and charter school's periodic attendance reports to the California Department of Education for Principal Apportionment Data Collection.
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8. Identify opportunities for improving service delivery methods and procedures, review with the appropriate management staff, and implement improvements.
 9. 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.
 10. Attend and participate in professional group meetings and stay abreast of new trends and innovations in business services.
 11. Demonstrate attendance sufficient to complete the duties of the position as required.
 12. 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. Modern and complex principles and practices of program development.
3. Principles of budget preparation and control.
4. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
5. Procedures, methods, and techniques of project and workflow management and organization.
6. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Select, train, lead, coach, direct the work of, supervise, and evaluate employees; and effectively delegate authority and responsibility.
2. Interpret the organizational and divisional strategic plans and create relevant goals and plans for the assigned areas.
3. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
4. Interpret and explain federal, state, and local policies and procedures.
5. Prepare clear and concise reports.
6. Establish and maintain effective working relationships with those contacted in the course of work.
7. Develop and present training materials.
8. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
9. Communicate clearly and concisely, both orally and in writing, in English; and 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 bachelor's degree in public administration, business administration, or a related field and four (4) years of finance, budgeting, accounting,

and/or business experience in educational business service management or related field; 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.

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.