



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

Administrator, Business Services

Class Code: 1104

Work Days: 225

GENERAL PURPOSE

Manage, supervise, coordinate, and provide technical, advisory and consultative services to Orange County school districts in business-related areas; to represent the County Superintendent of Schools on committees; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide highly responsible and complex staff 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 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. Develop and implement goals, objectives, policies, priorities, and strategic plan; identify resource needs; establish schedules and methods for providing specialized services; recommend and implement policies and procedures.
 2. Provide consultant service to school districts in the areas of accounting, budgeting, and finance.
 3. Administer the organization, staffing, and operational activities for various units within Business Services.
 4. Develop and implement goals, objectives, policies, and priorities for various units within Business Services; identify resource needs; recommend and implement policies and procedures.
 5. Act on behalf of the Orange County Superintendent by representing the Department and Region on committees.
 6. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
 7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Plan, prioritize, assign, and review the work of staff responsible for providing services within Business Services; prepare work schedules for appropriate staff.
9. Develop and implement goals, objectives, policies, and priorities for the Business unit; identify resource needs; recommend and implement policies and procedures.
10. Provide consultation to school districts regarding effective financial and cash management to ensure district solvency.
11. Demonstrate attendance sufficient to complete the duties of the position as required.
12. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. California Education Code, Administrative Code, and the policies, rules, and regulations of the County Schools Office.
2. Pertinent federal, state, and local laws, codes, and regulations.
3. Funding basis for public education in California.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
6. Modern and complex principles and practices of accounting and auditing.
7. Procedures, methods, and techniques of budget analysis and preparation.

Ability and Skill to:

1. Analyze complex, comprehensive budget documents.
2. Assist districts in cash management.
3. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
4. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
5. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
6. Establish and maintain effective working relationships with various constituencies.
7. Interpret and explain laws, codes, contracts, policies, and procedures.
8. Develop and present training materials.
9. Prepare clear and concise correspondence, reports, and other written materials.

Ability and Skill to (cont.)

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 Bachelor's degree from an accredited college or university with major course work in accounting, finance, business, or public administration or a related field and five years of responsible professional experience in fiscal management and accounting including considerable 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.

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