

Associate Superintendent, Administrative Services

Purpose Statement

The job of Associate Superintendent, Administrative Services is done for the purpose/s of directing the overall delivery of financial and administrative services (i.e., accounting and auditing, budget development, purchasing, facilities and operations and technology); providing information and serving as a resource to others; achieving defined objectives by planning, evaluating, developing, implementing and maintaining services in compliance with established guidelines; and serving as an integral member of the Superintendent's Advisory Team.

This job reports to Deputy Superintendent

Essential Functions

Collaborates with a wide variety of internal and external groups (e.g. school districts, governmental agencies, California Department of Education (CDE), California Department of Finance (DOF), committees regarding risk management, Yolo school districts, auditors, community organizations, regulatory agencies, etc.) for the purpose of implementing program components, creating long and short-term plans, and addressing organizational objectives.

Compiles data from internal and external sources for the purpose of analyzing issues, ensuring compliance with policies and procedures, and/or monitoring program components.

Develops internal controls, work processes, programs for managing the financial operations of the organization (e.g. executes AB1200 fiscal oversight and compliance for district budget and financial reports, special education distribution model, etc.) for the purpose of ensuring accurate and timely accounting in accordance with regulatory requirements and established guidelines.

Develops a wide variety of documents and presentation materials, independently and/or through delegation to other personnel (e.g. plans, proposals, policies, budgets, grant opportunities, procedures, forms, etc.) for the purpose of implementing and maintaining services and/or programs.

Manages Administrative Services division (e.g. leads organizational units such as internal and external business, contract administration, Loss Prevention and Risk Management, Support Operations Services, Information Technology, etc.) for the purpose of achieving organizational objectives while complying with established requirements.

Monitors assigned programs and/or department activities (e.g. monitors budgets of respective departments for internal controls, provides legal review of contractual agreements, etc.) for the purpose of ensuring that performance objectives are met within budget and in compliance with established operational practices.

Participates as a member or facilitator in meetings, workshops and seminars that frequently involve a range of issues (e.g. financial processes, goals attainment, problem resolution, personnel and staffing, etc.) for the purpose of conveying and/or gathering information required to perform functions.

Performs a wide variety of personnel functions (e.g. recruiting, interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing personnel productivity and achieving objectives within budget.

Presents information on a wide variety of topics (e.g. organizational practices supporting policies, goal setting, education code, school finance, accuracy and transparency of budget, LCAPS, etc.) for the purpose of conveying information, gaining feedback and/or making recommendations regarding district services.

Recommends solutions to a wide variety of complex issues for the purpose of addressing the administrative services needs of the district.

Researches a wide variety of financial and business resource topics (e.g. policies, public accounting practices, guidelines and regulations, etc.) for the purpose of ensuring compliance with regulatory requirements and established guidelines, securing information for planning, and/or responding to requests.

Responds to a wide variety of inquiries from internal and external sources for the purpose of identifying relevant issues and recommending or implementing action plans.

Supports the Superintendent, Board, and department administrators for the purpose of developing and implementing services and programs and achieving operational goals.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: developing and administering budgets; operating standard office equipment including utilizing pertinent software applications; planning and managing multiple projects; preparing and maintaining accurate records; and training, developing and supervising staff.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; budget management and public sector accounting; current trends and practices of school accounting systems; education code; federal and state grants management; and school district audit procedures.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; dealing with frequent and sustained interruptions; developing and maintaining positive working relationships; facilitating communication between persons with divergent positions; implementing change; maintaining confidentiality; meeting deadlines and schedules; providing direction and leadership; and setting priorities.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; supervising the use of funds for multiple departments. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field with increasing levels of responsibility is required.

Education: Masters degree in job-related area.

Equivalency: Bachelor's Degree and Certified Business Officer Certification.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

6/21/2017

Salary Grade

129-220