

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Business Administration Manager

Range 17

FLSA: Exempt

SUMMARY

Under the general direction, plans, develops, organizes, and manages the activities and operations within the Business Services Division – Business Administration Office, Charter School Office, and District Organization; represents the County Office as a facilitator, liaison, and resource, both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Directs, manages, and oversees activities and operations of Associate Superintendent's Unit, charter school office, and school district organization. (E)
- Serves on statewide committees on behalf of ACOE; works as liaison with staff, school districts, local and state agencies, and educational institutions. (E)
- Develops and implements systems, formats, policies, and procedures for related programs. (E)
- Maintains and interprets information regarding changes in laws, regulations, and policies affecting charter schools and school district organization; acts as a resource to schools and communities related to charter schools. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Reviews, prepares, and presents staff analysis reports and recommendations to Superintendent, Executive Cabinet, and Board of Education.
- Facilitates meetings at various levels and prepares necessary reports.
- Responsible for developing, administering, and monitoring program budgets.
- Coordinates and participates in negotiations between outside agencies, Superintendent, and Board related to ACOE based on established ACOE guidelines.
- Conducts research and investigations on behalf of Superintendent regarding charter schools and district reorganizations.

- Acts as fiscal agent to administer fiscal matters for partner organizations, including authorizing expenditures and advising in the preparation and review of State reports.
- Develops, manages, and conducts trainings, presentations, and workshops for related programs.
- Supervises and evaluates the work and performance of staff.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 California Education Code for related programs.
 California Administrative Code.
 Practices and regulations related to county oversight and monitoring of charter schools and territory/district boundaries.
 Effective management and administrative techniques for planning, budget preparation and control, program implementation and modification, purchasing and contract administration.
 Principles and techniques of management and supervision.
 Department operations and policies.
 Program assessment, design, and evaluation procedures.
 Group facilitation and instructional techniques.
 Budget preparation and control.
 Statistical research and survey methods
 Interpersonal skills.
 Oral and written communication.
 Public contact techniques.
 Correct written and spoken English.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Plan, organize and maintain systems and processes.
 Facilitate and negotiate resolution of complex issues and varying interests.
 Interpret and analyze current and proposed State and Federal legislation.
 Plan, coordinate, and direct projects and preparation of reports.
 Plan, organize and administer oversight and monitoring programs.
 Explain and enforce polices, procedures and regulations.
 Research and evaluate data, prepare written reports.
 Develop and manage budgets.
 Prepare and deliver oral presentations.
 Train, supervise, and evaluate staff.
 Prepare reports; maintain records.
 Communicate effectively verbally and in writing.
 Work with accuracy and attention to detail.
 Operate PC and related software applications.

Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Degree in Business or Public Administration or related field.
Three (3) years experience working in the field of education, including at least two (2) years experience related to charter school or project management; two (2) years supervisory experience; or equivalent combination of education and experience. K-12 school district or county office of education experience preferred.
Maintain a valid State of California driver's license and an acceptable driving record.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually minimal.

Approved By: Personnel Commission
Approved Date: December 21, 2007