

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: Director I, District Advisory Services

Range 18

FLSA: Exempt

SUMMARY

Provides technical advice and assistance to school districts and other educational agencies on a variety of matters related to sound, cost effective business practices; provides fiscal oversight of school districts.

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.

- Reviews, recommends approval or certification, and files financial reports with the CA Department of Education, State Controller's Office, and Federal Agencies for the county office, and other educational agencies within Alameda County. (E)
- Performs financial review letters for district management and board level audiences; performs financial analysis, review, and composition of recommendation letters for collective bargaining agreements. (E)
- Advises school districts in the preparation and review of State and Federal reports, including interpreting regulations and implementing changes in school finance. (E)
- Advises District management staff on selected aspects of Business Services. (E)
- Participates in the fiscal oversight of financially troubled school districts. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Develops and interprets statistical and financial information for school districts; follows up with school districts in response to independent auditor's findings.
- Interprets and disseminates information regarding State and Federal laws and regulations affecting the accounting operations of the COE and school districts.
- Serves as liaison with CDE for financial software implementation and submission.
- Advises District management staff on budgeting, accounting, and auditing policies and procedures.

- Conducts training for school districts and ACOE personnel in budget and business issues.
- Plans, coordinates and analyzes contractual requirements.
- Participates in the development and implementation of new or improved data processing systems and data processing procedures.
- Provides fee-based professional services to school districts.
- Develops and implements policies and procedures for cost effective business services practices.
- Reviews petitions, appeals, audits and financial reports for charter schools, including filing of reports (E)
- Provides financial management support for two small school districts (E)
- 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.
 Federal, State and local codes and regulations.
 AB 1200 and AB 2756 requirements and responsibilities.
 County advisory services.
 California School Accounting and Generally Accepted Accounting Principles practices and terminology.
 Charter School laws and regulations
 Governmental Accounting Standards Board requirements and responsibilities.
 Budgeting, accounting, attendance, and auditing in a school district environment.
 Automated financial data processing systems.
 Principles and practices of sound fiscal management.
 Principles of management.
 Budget preparation and control.
 Technical aspects of School district budgeting and accounting.
 Statistical, research and survey methods.
 Mathematical concepts such as probability and statistical inference.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Review and analyze financial data.
 Effectively present information; speak to groups.
 Prepare statistical records and reports.
 Train and provide work direction to others.
 Interpret and explain policy and procedure.

Perform research, compile data.
Work with mathematical concepts such as probability and statistical inference.
Apply concepts such as percentages, ratios and proportions to practical situations.
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.

Bachelor's degree in accounting or business.
Five years related experience and/or training, including two (2) years as a supervisor.
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, walk, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. 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