

**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 IV, Internal Business Services**

**Range 21**

**FLSA: Exempt**

**SUMMARY**

Supervises and coordinates the internal business operations of the Alameda County Office of Education; plans, develops, directs, and supervises the operations of the county's budget, cash management, accounting, position control, financial reports, purchasing, payroll, vendor payments, collection of accounts; provides fiscal decisions and advices, design, and implements internal control procedures.

**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.*

- Plans, develops, directs, and implements activities and operations related to the ACOE budget, general ledger, accounts payable, accounts receivable, payroll, and purchasing. (E)
- Provides training and supervision to all staff in the ACOE business services unit on compliance with laws and regulations and adequate internal controls. (E)
- Facilitates the development of the vision for the ACOE business operations. (E)
- Reviews, interprets, and implements changes and/or modifications in programs, procedures, and operations. (E)
- Assists in the development of ACOE policies, accounting standards, and business practices; participates in the ACOE strategic planning process. (E)
- Reviews and approves journal entries, budget transfers, deposits, cash transfers purchase orders, payroll and vendor warrants. (E)
- Selects, manages, and supervises assigned staff; meets with and evaluates staff. (E)
- Supervises implementation of position control and approves personnel authorization requests. (E)
- Makes presentations to the ACOE cabinet and governing board on the budget and other financial issues.

- Makes financial decisions on behalf of the ACOE that promote the long-term financial solvency of the county.
- Provides training and support to all program managers of ACOE to promote the efficient and effective operation of all county programs.
- Ensures that all federal and state reports are prepared on time and correctly.
- Assists in the implementation of business related software.
- Develops and coordinates the formulation and production of ACOE annual budget.(E)
- Participates in the collective bargaining negotiations.
- Oversee the expanded purchasing department.
- Oversees payroll and retirement office and its expanded services to include charter schools and school districts.
- Oversees debt service, investments, and cash management. (E)
- Reviews charter school petitions and fiscal reports.
- 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.  
 Current governmental accounting, budget preparation, purchasing, and internal controls.  
 Current federal and state laws, regulations, codes and reporting requirements.  
 Grant accounting.  
 Principles and practices of school district business operations.  
 Standard business practices, procedures, and internal controls.  
 Principles of management, supervision, and training.  
 Statistical, research, and survey methods.  
 Office equipment such as computer, printer, fax machine, photocopier.  
 Word processing, database and other related software applications.

**Ability to:**

Train, supervise, motivate, and evaluate the work of staff.  
 Direct, prioritize, and schedule assignments.  
 Prepare, present, and monitor the ACOE budget.  
 Explain and enforce ACOE policies and procedures.  
 Prepare clear and concise written correspondence; prepare and deliver oral presentations.  
 Provide leadership on ACOE financial issues.  
 Establish and maintain open and cooperative relationships with ACOE staff.  
 Prepare state and federal reports.

Read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.  
Effectively present information and respond to questions from groups and individuals.  
Apply advanced mathematical concepts such as analytical and inferential statistics.  
Train, supervise, and evaluate staff.  
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; eight years related experience and/or training, including a minimum of five years at a management level in the business department of a school district or county office of education; or equivalent combination of education and experience.

Valid drivers license

Bachelor's degree in related field.

Master's degree in related field.

Five (5) years of related experience with increasing supervisory responsibility.

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. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. 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**