
DEPUTY SUPERINTENDENT, BUSINESS SERVICES

Definition:

Provide professional management and administrative assistance in the organization and direction of multiple programs for the County Office; serve as Chief Fiscal Officer for the County Office; administer, direct and manage the Business Services Division; assist in the formulation and implementation of policies, goals, objectives and priorities; to provide administrative direction to certificated and classified staff; oversee the administration of services provided to districts served by the County Office and perform related duties as assigned.

Distinguishing Characteristics:

Working with the County Superintendent and Chief Deputy, incumbent provides leadership and exercises administrative responsibility for programs and services within the Sonoma County Office of Education and the region. Makes decisions of critical consequence affecting how service areas will be organized, administered and managed, as well as what short- and long-term objectives and plans are most appropriate; administers multiple programs through subordinate management and supervisory personnel; confers with the Superintendent, Chief Deputy and the Board of Education and other high-level officials to plan and direct activities, implement decisions, justify or defend decisions and negotiate or settle significant and/or controversial issues. Frequent contact with County Office and school administrators, other agencies and professional organizations of the county, region and/or state.

Supervision Exercised and Received:

General administrative direction is provided by the Chief Deputy Superintendent. Responsibilities include providing administrative direction to certificated and classified staff.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Administer, direct and manage the Business Services Division;
- Identify, define and describe policy issues, service programs and community concerns related to the functions and activities of the Business Services Division;
- Direct, manage and participate in the identification, development and implementation of County Office goals, objectives, policies, priorities, service programs and procedures;
- Assist the County Superintendent in the determination of resource allocation and levels of service according to established policy; oversee the preparation and execution of the County Office budget(s);
- Plan, direct and participate in the delivery and administration of assigned services and programs; confer with division staff and management personnel to identify and resolve problems, conflicts and controversies;
- Plan, design and coordinate through appropriate division staff, a variety of administrative procedures, reporting systems and internal processes to ensure effective and efficient service delivery;
- Review evaluations and reports regarding the operational and administrative aspects of assigned programs; determine and implement appropriate changes and improvements;
- Meet with a variety of federal, state, regional and local officials regarding current and future policy and procedural aspects of the services, programs and functions assigned;
- Work cooperatively with leaders of other administrative programs in integrating and coordinating individual effort into a unified program for the County Office;
- Review and administer outside service contracts for work performed on behalf of or in concert with the County Office;
- Devise comprehensive and effective systems of record-keeping in accordance with the needs of the business division and the policies, regulations and laws affecting the business division;
- Remain abreast of developments and innovations in the field by reading current literature, attending professional association meetings and conferences and by discussing developments and issues of mutual interest with others in the field;
- Prepare and submit reports and other documents as requested by the County Superintendent; oversee development and publication of other documents within the office;
- Perform related duties as assigned.

Employment Standards:

Knowledge of:

- Education code, federal, state and local laws, codes, regulations and requirements pertaining to areas of assigned responsibility and bargaining unit contracts;
- Principles, methods and techniques of school finance and service delivery;
- Comprehensive management principles, practices and methods in areas of finance, information systems, maintenance and operations, purchasing, risk management, property management, contract administration and negotiation;
- Methods of approaches to administrative planning, organizational development and resource allocation;
- Personnel management principles and practices, including selection, training, supervision and performance evaluation.

Ability to:

- Respond promptly to requests of clients, both inside and outside the County Office; provide needed direction, assistance, training, materials and resources;
- Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience;
- Establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel;
- Motivate, challenge, and guide others in the improvement of educational programs and County Office services;
- Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively;
- Conceptualize new ideas and approaches, integrate them into a coherent program; initiate cost-effective programs and services;
- Develop and administer budget(s) related to area(s) of responsibility; anticipate revenue and expenditure needs and changes;
- Plan, organize and conduct training, inservice and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities;
- Assume primary and direct responsibility for the maintenance and operation of site(s); provide a safe and healthful environment;
- Oversee a wide range of educational programs and relate to the personnel associated with those programs; set high standards and assist others in meeting those standards;
- Select, train, direct and evaluate staff performance relative to program objectives; observe and document performance; design data-based improvement process;
- Maintain and improve professional skills and knowledge;
- Be flexible and receptive to change.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Masters Degree from an accredited college or university with an emphasis in business administration, finance or closely related field.

Credentials:

- Appropriate California Teaching Credential.
- California Administrative Services Credential.

Experience:

- Seven (7) or more years of experience in positions with progressively increasing responsibility and directly related to financial and business administration is required.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must have normal vision, corrected or uncorrected.
- May require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.