

## COLUSA COUNTY OFFICE OF EDUCATION

**CATEGORY: ADMINISTRATION**

**CLASSIFICATION: CLASSIFIED**

**JOB TITLE: DEPUTY SUPERINTENDENT-ADMINISTRATIVE SERVICES**

### **BASIC FUNCTION:**

Under the direction of the Superintendent, provide business and administrative support services to County Office internal programs and school districts in areas relating to accounting, auditing, budget development and review, data processing, risk management, maintenance and operations, and financial accounting and reporting; establish, maintain and monitor all employment records on classified and certificated staff, including comprehensive policies and procedures, employment practices, employee benefits programs, wage and benefit cost projections; leave records and seniority lists; act as the authority in the absence of the Superintendent; and serve as a member of the Superintendent's cabinet team.

### **REPRESENTATIVE DUTIES:**

Provide business and administrative support to County Office internal programs and school districts. **E**

Administer accounting, auditing, budget development and review, data processing, risk management, and financial accounting and reporting programs. **E**

Serve as a member of the negotiating team, meet and negotiate with bargaining unit representatives; participate and serve as a resource concerning terms and conditions of employment for unrepresented employees as requested by the Superintendent. **E**

Provide for the development and maintenance of an integrated on-line accounting, budget and personnel data processing system and a communication network for remote data processing users. **E**

Develop long-range plans and strategies for system design and implementation, and hardware/software selection, acquisition and installation. **E**

Coordinate and provide leadership in all insurance-related functions, including personnel, equipment and facilities. **E**

Provide financial accounting and reporting services including accounting, reporting and maintaining various reports such as attendance, retirement, payroll taxes, revenue taxes, revenue limits, financial statements, program costs, transportation, insurance, 1099's and W-2's. **E**

Provide technical expertise, information and assistance to the Superintendent regarding assigned functions; assist as needed in the formulation and development of policies and procedures; advise the Superintendent of unusual trends or problems and recommend appropriate actions. **E**

Monitor and complete various employment verification, labor, and personnel reports including insurance claims and benefit billings for employees, retirees and Board members. **E**

Verify and calculate salary step and class placements, and wage and benefit cost calculations needed to develop actual and budgeted personnel costs. **E**

Prepare confidential correspondence and data collection related to negotiations and collective bargaining agreements. **E**

Confer and collaborate with employees, supervisors, administrators, employee groups and others in meeting needs and understanding issues; investigate and resolve grievances, employee disciplinary matters, complaints and other staff related issues and conflicts; recommend and assist in implementing corrective actions; provide technical recommendations. **E**

Supervise and evaluate the performance of assigned personnel; coordinate work assignments and review work to assure compliance with established standards, requirements and procedures. **E**

Provide and arrange for appropriate training and development of assigned personnel. **E**

Develop and maintain cooperative and positive working relationships with assigned staff, administration and district personnel; communicate with other administrators, County Office personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. **E**

Attend and participate in a variety of meetings, conferences and professional organizations to maintain current knowledge of laws, rules and regulations related to assigned activities. **E**

Serve as a member of the Superintendent's cabinet team and participate in the development and implementation of the County Office Strategic Plan. **E**

Serve as Acting Superintendent with full signature authority, in the absence of the Superintendent. **E**

Operate a variety of office equipment to perform assigned duties. **E**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and techniques of organizational and office administration, strategic planning, policies and procedures and management practices and principles

Principles and techniques of accounting and auditing, budget development and review, data processing, risk management, and financial accounting and reporting services

Applicable sections of the Education Code and Federal, State and local laws relating to California county offices of education and school districts, personnel, and fiscal procedures and requirements

Principles and techniques of personnel administration, collective bargaining, credentials, and audit for certificated assignments/misassignments

Practices and procedures related to certificated and classified employment

Applicable sections of the Education Code and Credential Handbook relating to county offices of education and school districts

Fiscal Oversight of Districts within the County

Applicable sections of the Education Code, SACS, CSAM, GAAP, and Federal, State and local laws relating to California county offices of education and school districts

Prepare clear and accurate financial reports

Record-keeping techniques

Oral and written communication skills

County Office organization, operations, policies, procedures, goals and objectives

Applicable sections of State codes and other laws regarding assigned personnel activities  
Public speaking techniques  
Computer hardware and software programs in order to perform word processing, information retrieval and maintenance of data

**ABILITY TO:**

Administer, plan and coordinate office management and business services functions on behalf of the County  
Office and school districts  
Plan, coordinate and administer personnel functions in accordance with applicable laws, codes, policies, regulations and procedures  
Communicate effectively both orally and in writing  
Establish and maintain cooperative and effective working relationships with others  
Prepare clear and accurate financial reports  
Apply and use spreadsheet and word processing programs  
Analyze situations accurately and adopt an effective course of action  
Plan and organize work  
Work independently with little direction  
Met schedules and timelines  
Train, supervise and evaluate personnel  
Lift and carry objects weighing up to 25 pounds  
Operate a variety of office equipment, including a computer to perform duties  
Operate a vehicle to conduct work

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in accounting, business administration or related field and five years in business services administration, including school accounting, personnel, and employee/employer relations

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office  
Constant interruptions

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information and make presentations  
Seeing to read and prepare a variety of document and reports  
Sitting or standing for extended periods of time  
Dexterity of hands and fingers to operate a computer keyboard and standard office equipment  
Reaching overhead, above the shoulders and horizontally to retrieve and store materials  
Bending at waist, kneeling and squatting  
Lifting, pushing, pulling and carrying objects weighing up to 25 pounds  
Driving a vehicle to conduct work

**HAZARDS:**

Potential for contact with blood-borne pathogens and communicable diseases  
Potential for confrontation with dissatisfied persons

**Employee Group:** Management – Classified

**FLSA Status:** Exempt

**Salary Schedule:** 610

**Approval Date:** September 2021