



Position Announcement

Promotional
Administrator, Internal Services
Apply By: 7-14-2016

Full-time - 230 days per year • 12 months/year

Senior Management Position

Internal Services
Santa Barbara

Salary: \$109,042 - \$132,852 per year
Initial Placement is usually at the first step of the salary range.

Apply by: 7-14-2016

Apply online: http://www.sbceo.org/about_sbceo/hr/classified.shtml

In person: 4400 Cathedral Oaks Rd, Santa Barbara, CA
or 402 Farnel Rd Suite B, Santa Maria, CA

Phone: 805-964-4710 x5212 or x5225
We prefer that applicants apply online.

Recruitment: The recruitment will be Promotional, resulting in internal candidates only being ranked according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to combined final scores weighted as determined by the Director, Human Resources. If you have a disability that may require an accommodation during any of these selection procedures, you must notify Classified Human Resources by the deadline date specified in this announcement.

Examination: This examination has not yet been scheduled.

Eligibility list: Promotional examinations are open to current permanent employees who meet the prescribed qualifications of the classification. The field of competition shall be limited to promotional applicants only. The top three ranks of eligibles shall be interviewed for vacant positions.

The position: Under the direction of the County Superintendent and Assistant Superintendent of Business and Data Processing, administers the County School Service Fund, prepares and monitors the budget, directs the procedures for payroll, employee benefits and other school claims; and makes recommendations to the County Superintendent and Assistant Superintendent of Business and Data Processing with respect to fiscal matters. Directs Internal Services, including Maintenance and Operations and Risk Management responsibilities. Performs special projects as assigned.

Specific duties and responsibilities: Prepares the budget, including recommendations; monitors the budget; approves expenditures; and prepares reports for the County Superintendent and Assistant Superintendent of Business and Data Processing and others, as

directed. Advises the County Superintendent and Assistant Superintendent of Business and Data Processing on fiscal matters, including proposed legislation and the effects of enacted legislation. Meets with division administrators and others, as required to assist them in understanding the budget and their responsibilities for monitoring the program budgets in their divisions. Determines revenues and project costs for government mandated programs and special education, migrant education, ROP, juvenile court schools, direct services, and other programs. Coordinates the development of financial data for consideration by the outside auditor; coordinates activities between County Superintendent's Office and the outside auditor. Responsible for the preparation of financial reports, including administrative requests, revenue limit forms, special education program reports, and other special projects and special reports. Directs the Fiscal Services Department; directs the procedures for payroll, employee benefits and other school claims; assigns responsibilities for financial statement preparation and other regular duties expected in the department. Oversees the Maintenance and Operations Department directing the Manager in planning, organizing and performing internal operations. Serves as liaison to the Self Insurance Program for Employees (SIPE); works closely with the SIPE Safety Officer and provides other needed services to the SIPE Fund. Designs, establishes, and implements the accounting system for the Fiscal Services Department; establishes accounting procedures to comply with legal requirements and the California School Accounting Manual, audit procedures, standard reports, and the daily activities and internal accounting controls. Responsible for the monitoring, auditing, and controlling of income and expense for special programs operated by the County Superintendent's Office; serves on committees, as directed; gathers data and prepares reports for periodic meetings on programs or subjects, as requested. Understands tax rolls, tax bases, and general taxation methods, as applied to school financing. Determines, evaluates, and projects cost revenues and government funding of activities and programs. Analyzes financial and accounting reports and statements and provides evaluation regarding trends and projections. Develops and monitors internal accounting controls. Selects, trains, supervises, and evaluates assigned personnel, providing sustained leadership and coordination for the staff. Meets with the Budget Committee of the County Board of Education and with the County Board of Education, as requested. Performs other senior administrative duties as assigned by the County Superintendent or Assistant Superintendent of Business and Data Processing. Perform other essential job-related duties as assigned.

Requirements:

Knowledge and skills

Principles and practices of administration, training, and supervision. Reading, writing, and oral communication skills. Organization, policies, practices and operations of the Santa Barbara County Education Office. Applicable laws, regulations and policies affecting the Santa Barbara County Education Office. Legislative process and monitoring legislation as it affects the financial operation of the Santa Barbara County Education Office. Problem-solving techniques. Principles and practices of accounting, budgeting, and auditing. Principles and practices of fiscal management. Modern office practices, procedures and equipment including microcomputers.

Education and experience

A Bachelor's Degree from an accredited college or university with a major in accounting, business administration, public administration, or related field with significant course work in accounting and six years of increasingly responsible professional experience in accounting, auditing, budget analysis, business management, including two years of experience at a management level, preferably in a school or governmental setting.

Abilities: Reach logical conclusions, make high-quality decisions and set priorities. Administer and effectively direct the work of others. Communicate effectively through speech and writing. Manage a complex, technical organization. Establish and maintain effective working relationships with others. Plan and organize work, including that of others. Meet schedules and timelines. Maintain records and prepare reports. Train and supervise others. Work confidentially, with discretion. Develop, administer and monitor the budget of the County Superintendent. Analyze complex problems, systems and processes; develop and effect solutions. Develop and update internal controls. Evaluate reports and work of others.

Licenses and certificates: Incumbents in this class must possess a valid California Driver's License and insurance coverage as required by the Santa Barbara County Education Office.

Working conditions: Typical office environment; subject to driving to a variety of locations to conduct work.