

Solano County
Office of Education

JOB TITLE: Associate Superintendent, Administrative Services and Operations

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the County Superintendent, oversees and directs all financial and operational programs and services offered by the county office, including District Business Services, Internal Business Services, Information and Technology, Facilities, Maintenance, Operations and Transportation. Provides fiscal and legal compliance oversight services to the school districts within the county. Acts as the liaison to the California Department of Education, school districts, and other agencies. Facilitates services with the Board of Supervisors, County Counsel, elections department, and other county agencies. Supervises division level administrators and advises the Superintendent in all areas.

JOB REQUIREMENTS AND QUALIFICATIONS

Minimum of five years successful experience as a Chief Business Official (CBO) or senior business official in a school district or county office of education.

A Bachelor's Degree with specialization in accounting, business administration, or related training is strongly preferred. Other equivalent experience will be considered. Master's degree preferred.

ESSENTIAL DUTIES

Administers and coordinates the financial management, accounting, budgeting, payroll, benefits, and business functions of the county office of education.

Administers and coordinates the facilities, maintenance, and operations functions of the county office of education.

Administers and coordinates the transportation services of the county office of education.

Administers and coordinates the duplicating and courier services of the county office of education.

Administers and coordinates the information technology program, services, and training for school districts and the county office of education.

Administers and coordinates the audit and review of school district budgets and financial reports to verify their compliance with the Standards and Criteria as defined by AB 1200 and other applicable legislation.

Administers and coordinates the timely filing of state and other required reports for the county office of education, and the timely filing of state and other required reports for the districts within Solano County as part of the county office of education's oversight responsibilities.

Coordinates emergency and disaster preparedness programs with the districts and the Solano County Office of Emergency Services.

Assists school districts in the business area and provides leadership and support upon request.

Consults with school district administrators and business personnel in the areas of legislation, business requirements, training needs, and other business-related areas.

Plans and implements workshops and training for school district business personnel.

Coordinates the County Committee for District Boundaries.

Administers and coordinates the timely filing and other required reports regarding the U.S. Census.

Attends meetings of the County Board of Education.

Attends school district governing board meetings, or sends a designee.

Presents business and budget reports to the County Board of Education and other organizations as appropriate.

Administers and coordinates the purchasing, contract services, facility contracts, inventory, transportation, and other business operations.

Administers and directs new construction, facility projects, and maintenance needs of the county office of education.

Prepares reports, correspondence, studies, and memoranda as required to fulfill the responsibilities of the position.

Represents the Superintendent at local, regional, and state agencies, and makes presentations as necessary.

Participates as a member of the Superintendent's Cabinet in the overall planning and direction of the Solano County Office of Education.

MARGINAL DUTIES

Performs related duties as assigned by the County Superintendent of Schools.

SUPERVISION RECEIVED

Very limited and general supervision. Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Supervision of division level administrators.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (25%) Sitting (60%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (2)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (1) Squatting (1)

Climbing Stairs (2) Climbing Ladders (1)