



Leadership • Collaboration • Support

**JOB TITLE: Deputy Superintendent, Administrative Services and Operations**

**Assistant/Associate/Deputy Superintendent Salary Schedule, Range 4**

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### **DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY**

Under the direction of the County Superintendent of Schools, 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, Risk Management. 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 and Master's degree are preferred, but not required; other relevant experience will be considered.

### **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.

Oversees the administration and coordination of the transportation services of the county office of education.

Oversees the administration and coordination of 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 all compliance and oversight unit functions including Complaint Procedures, Williams Settlement audit procedures, and Charter School fiscal oversight.

Administers and coordinates all functions of the County Office of Education Trustee as defined in AB 1840. Administers and coordinates all functions related to fiscal oversight of all K12 public school districts in Solano County.

Collaborates with and supports regional programs and services through regional and statewide planning and implementation of meetings and events. Represents SCOE at meetings such as the California County Educational Service Association's (CCSESA) statewide Business and Administration Steering Committee (BASC), etc.

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.

Monitors and evaluates County Office finance functions and activities for effectiveness and operational efficiency; gather data, research financial information, and conduct special projects with other County Office departments; financial or accounting needs; oversee the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency.

Assists school districts in the administration of business and fiscal operations and provides leadership, support, and coaching as appropriate.

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

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

May represent the County Superintendent of Schools as the Secretary for the County Committee on School District Organization.

Attends meetings of the County Board of Education.

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

Supervises and/or 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.

Manages, plans, organizes, and directs activities related to property and liability, loss control, and the maintenance of insurance programs. Coordinates and oversees response to property and liability claims. Serves as a member of the Board of the North Bay Schools Insurance Authority.

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

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

Maintains current knowledge of laws, codes, regulations, and pending legislature related to Administrative Services and Operations activities; modify programs, functions, and procedures to assure compliance with local, State and federal requirements as appropriate.

May serve as the County Superintendent of Schools' designee, in their absence, in all matters pertaining to the County Office of Education.

Attends community related meetings, events, and councils in conjunction with or on behalf of the County Superintendent of Schools.

May represent the County Office of Education on the Consolidated Oversight Board for Solano County.

### **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 of Schools.

### **SUPERVISION EXERCISED**

Supervision of department 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  
Pulling Loads (1)

Reaching  
Overhead (1)

Kneeling or  
Squatting (1)

Climbing Stairs (2)

Climbing Ladders (1)