

## Humboldt County Office of Education

### **CHIEF BUSINESS OFFICIAL** Classified Management

#### **Position Summary**

Under the general direction of the Superintendent, the Chief Business Official (CBO) provides leadership and management over the business and financial operations of the county office and serves as chief financial officer for the county office and fiscal advisor to school districts. The CBO is responsible for ensuring legal compliance for all financial operations, both internal and external, and for overseeing the monitoring process of local district budgets under the requirements of AB 1200. The CBO co-develops the budget and oversees the fiscal monitoring of the County School Service Fund in collaboration with the Superintendent; monitors the resource management activities of the county office; and assumes an active role in the efforts to access new funding streams. The CBO provides leadership to, and evaluates the performance of, other management personnel as assigned. The CBO is a member of the Superintendent's Cabinet and is responsible for participating in the overall governance of county office programs.

#### **Examples of Duties and Responsibilities**

Coordinates and monitors the preparation, examination, auditing and approval of budgets for the county office and for all school districts in the county; works closely with the county auditor and treasurer in fiscal and tax matters; keeps abreast of legislative changes in school finance; actively investigates and pursues new funding sources to support county office program needs; assists school districts with a variety of fiscal, and other business-related needs; prepares, reviews and/or otherwise assists districts with timely and accurate submittal of required state reports; oversees the maintenance of school district budgetary and fund control accounting; keeps abreast of new developments in technology to support the most efficient and effective business practices, serves as a resource for office-wide technology infrastructure planning, development and technical assistance; coordinates the maintenance of an adequate fixed assets inventory; establishes procedures for budget development, revision and implementation. The CBO is responsible for overseeing the efficient operations of the county's fiscal department and supervises assigned mid-level managers therein. The CBO often is assigned to represent the Superintendent and/or county office on various JPA boards, in community forums or meetings, at district school board meetings or in interaction with other governmental entities.

#### **Employment Standards**

##### **Education and Experience**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration with a major in accounting, finance or a related field, or the equivalent experience in school finance and budgeting. An advanced degree, CPA/CMA, or certification in school business management desirable. Candidates must have demonstrated responsible supervisory experience within a business environment.

##### **Knowledge of:**

1. General accounting and auditing principles and governmental and school accounting and financing practices;
2. Business management principles and practices and contemporary office procedures;

3. School district revenue, expenditure and financing laws, regulations and procedures;
4. Technological trends and innovations;
5. Education, Government and California Administrative Codes;
6. Microcomputer software packages for both spreadsheet and text processing;

**Ability to:**

1. Work effectively as a member of the leadership team in carrying out the mission of the county office;
2. Analyze financial data;
3. Prepare complex financial reports;
4. Supervise the work of others in the maintenance and preparation of a variety of records and reports;
5. Write clearly and concisely in formats that include grant writing proposal development, audit report preparation, policy development and office memoranda;
6. Work cooperatively and effectively with people;
7. Effectively evaluate the performance of department staff as assigned;
8. Use the latest technology applicable to school budget management including stand-alone microcomputer data storage and retrieval and networked systems;
9. Ability to make effective presentations to school boards and staff and to members of the general public.

**Physical Requirements** *(Consideration will be given to reasonable accommodation for the following physical requirements.)*

Sufficient vision to read printed materials; sufficient hearing to conduct in-person and telephone conversations; sufficient mobility to move about the county office and other sites as may be required; ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes; physical and emotional stamina to cope with sometimes stressful situations and conditions.

**Additional Requirements**

Individuals who serve as CBO provide services in the office as well as in various sites throughout the county, sometimes serving multiple sites in a single workday. Public speaking skills, group problem solving and leadership ability, the ability to communicate effectively in writing, the capacity to maintain personal demeanor during periods of peak work flow and perform efficiently within restricted timeframes are critical factors for success in this position.

Individuals who serve as certificated or classified management personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 14

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