



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Associate Superintendent, Administrative Services

**Class Code: 1476
Work Days: 225**

GENERAL PURPOSE

Plan, direct, manage, control, and provide strategic leadership for the internal activities and operations of the organization; provide performance management leadership to staff; coordinate assigned activities with other Department of Education divisions and outside agencies, and provide highly responsible and complex administrative support to the organization.

Act as a senior level Cabinet member providing direct support to the Superintendent in a variety of capacities including, but not limited to, working with outside agencies, professional organizations, and the Board of Education as needed.

SUPERVISION RECEIVED AND EXERCISED

1. Receives general direction from the Superintendent's office.
2. Exercises direct supervision over management, supervisory, professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Assume full management responsibility for all internal business activities including Human Resources functions and services; recommend and administer policies and procedures.
 2. Serve as the Chief Business Official (CBO) for the organization; assure the financial stability of the Department; conduct final review and provide technical assistance in the compilation of annual budgets; interim reports, and annual audits; meet with administrators in the development of their budgets and closing prior year books; review fiscal portions of Department grants submitted to state and other agencies.
 3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Department policy, appropriate service and staffing levels; recommend and administer policies and procedures.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
5. Liaison with other divisions and outside agencies; explain, justify and defend organization programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
6. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
7. Plan, direct, coordinate, and review unit work plans; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
8. Provide performance management leadership to staff; plan, direct, and coordinate with subordinate level managers to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures.
9. Administer employee disciplinary policies and procedures; provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedures; participate in hearings; oversee the preparing and processing of responses to grievances.
10. Develop and administer the Department of Education budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
11. Assist in the development of long-range financial and building planning.
12. Serve as a senior level member of Cabinet supporting fellow Cabinet members and their Division activities and operations as needed.
13. Act as liaison to private businesses, consultants, governmental agencies, and staff.
14. Provide responsible staff assistance to the Superintendent; prepare and present staff reports and other necessary correspondence.
15. Anticipate, devise solutions, and coordinate approaches and strategies pertaining to human resources and financial issues.
16. Communicate and consult with school districts on issues within purview of responsibility to ensure service levels meet client needs.
17. Organize and direct the use of the Department's resources to affect desired legislative outcomes.
18. Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of human resources and fiscal services.
19. Respond to and resolve difficult and sensitive inquiries and complaints.
20. Demonstrate attendance sufficient to complete the duties of the position as required.
21. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
2. Modern and complex principles and practices of program development and administration.
3. Integrated Financial and Human Resources Management Information Systems.
4. Operational characteristics, services, and activities of internal business operations, human resources, and facilities planning.
5. Modern and complex principles and practices of accounting, payroll, budgeting, and purchasing.
6. Principles of effective supervision, leadership, training, coaching, and performance evaluation.
7. Personnel theory, principles, and practices and their application to a wide variety of programs.
8. Current and pending legislation and court decisions relating to the rights and obligations of Department leaders and staff.
9. Principles and practices of labor relations and personnel administration.
10. Procedures, methods, and techniques of budget analysis and preparation.
11. Principles and practices of mathematics, statistics, and financial analysis.
12. Methods and techniques used in financial research and revenue forecasting.
13. California Education Code, Administrative Code, and the policies, rules and regulations of the County Schools Office.
14. Pertinent Federal, State, and local laws, codes, and regulations.

Ability and Skill to:

1. Provide administrative and professional leadership and direction.
2. Select, train, lead, coach, direct the work of, supervise, and evaluate management, supervisory, professional, and technical employees; effectively delegate authority and responsibility.
3. Analyze and interpret financial and accounting records.
4. Effectively oversee and participate in budget development activities of the Department of Education.
5. Analyze problems; identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
7. Prepare complex financial statements, reports, and analyses.
8. Prepare clear and concise reports.
9. Communicate clearly and concisely, both orally and in writing.

Ability and Skill to (cont.):

10. Establish and maintain effective working relationships with those contacted in the course of work including Board of Education members and other appointed or elected officials, community groups, and the general public.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Master's degree from an accredited college or university with major course work in business administration, public administration or a related field, and seven years of responsible educational experience in fiscal management and accounting including considerable supervisory experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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