

VENTURA COUNTY OFFICE OF EDUCATION

CLASS TITLE: DEPUTY SUPERINTENDENT, FISCAL AND ADMINISTRATIVE SERVICES

BASIC FUNCTION:

Under the direction of the County Superintendent, plan, organize, control and provide overall direction to a variety of programs and services for the Ventura County Office of Education (VCOE) related to internal and external business, technology services, facilities, human resources, SELPA and risk management; direct and participate in the development of policies, procedures, and fiscal decisions; plan and direct classified and certificated personnel administration and support services; develop, review, and approve the preparation of annual budgets for VCOE and County school districts; serve in a Board and/or committee capacity on a variety of partner agencies; supervise and evaluate assigned staff.

REPRESENTATIVE/ESSENTIAL DUTIES:

- Plan, organize, control, and provide overall direction to major organizational units to assure the proper delivery of programs, projects, activities, and services including but not limited to Facilities, Human Resources, Internal Business, Risk Management, School Business and Advisory Services, SELPA and Technology Services, and assure responsiveness to VCOE objectives and priorities.
- Supervise and evaluate the performance of assigned professional and clerical staff; interview and select employees and recommend transfers, termination and disciplinary actions; plan and coordinate training and development activities.
- Provide technical expertise and information regarding assigned functions; formulate, develop and implement policies and procedures affecting assigned functional or program areas; plan, develop, and recommend programs, goals and objectives for assigned branches and departments.
- Plan, organize, and direct classified and certificated personnel administration services; direct recruitment, selection, discipline, performance evaluations, compensation, contract development, and other activities and issues related to classified and certificated staff.
- Communicate with directors, administrative staff, and other VCOE personnel to coordinate activities and programs, to assist with decisions having fiscal impact, to assure the smooth and efficient delivery of services, to resolve issues and conflicts, and to exchange information.
- Analyze issues and data related to mandated responsibilities and obligations regarding solvency, legal compliance, and related statutes; advise school districts, charters and boards regarding decisions related to funding, legislation, business, maintenance and operations, transportation, food service, and political issues.
- Meet with and/or facilitate committees, Boards, advisory groups and others to recommend courses of action and uses of allocated resources and to communicate assigned program activities and plans.

- Serve as a member of the VCOE negotiations team. Serve as member of the Board for both VCSSFA and CSEBO to assure proper administration and control of workers' compensation, liability and property insurance, and health and welfare issues.
- Serve as Secretary to the County Committee on School District Organization (SDO) and coordinate, advise and collaborate with client districts, county agencies and other constituencies on all SDO related issues as appropriate.
- Serve in a Board and/or committee capacity on a variety of partner agencies related to employee medical-related benefits, energy management, and other issues; participate in policy development and other administrative issues related to these assignments.
- Participate as a member of the County Superintendent's Cabinet in the overall planning and direction of VCOE functions and services; advise the County Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of business-related programs and services.
- Represent the assigned programs and services to VCOE and local, State and federal agencies and committees; make presentations to associations, community groups and the media regarding VCOE matters related to assigned programs and services.
- Direct and participate in the preparation of records and reports covering assigned activities and projects.
- Develop, review, and approve the preparation of budgets and all financial reports for VCOE; oversee and approve school district budgets and district financial transactions; provide direction and advice to district and charter personnel.
- Attend local, State, and regional conferences and workshops to maintain current knowledge of regulations and requirements affecting assigned areas.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable sections of State Education Code and other applicable codes, laws, rules and regulations related to assigned activities.
- Federal, State, local, and Board policies.
- Modern management, fiscal and business policies, practices, and procedures.
- Accounting and auditing principles and practices.
- Insurance and self-funding policies, practices, and procedures.
- Policies and objectives of assigned programs, services, and activities.
- Principles and practices of administration, supervision and training.
- Public speaking and presentation techniques.
- VCOE organization, operations, policies and objectives.

- Interpersonal skills using tact, patience and courtesy.
- Budget preparation and control.

ABILITY TO:

- Plan, organize, control and provide overall direction to a variety of programs and services including but not limited to internal and external business, information technology, and risk management.
- Direct and participate in the development of policies, procedures, and fiscal decisions.
- Develop, review, and approve the preparation of annual budgets for VCOE departments and County school districts.
- Serve in a Board and/or committee capacity on a variety of partner agencies.
- Interpret and apply provisions of State Education Code and various regulatory agencies.
- Assemble and analyze data and make appropriate recommendations.
- Plan, prepare and implement innovative actions.
- Train, supervise and evaluate personnel.
- Prepare and deliver oral and written presentations.
- Interpret, apply and explain complex rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Analyze complex data and situations accurately and adopt an effective course of action.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to:

- Bachelor's degree in business, public administration, accounting or related field.
- Seven (7) years comprehensive professional administrative experience in school business areas.
- At least two (2) years of managerial experience.
- Experience in a California public school district.
- Master's degree in business administration or Certified Public Accountant's license preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, employees are regularly required to bend, stoop, squat, twist, kneel, walk, sit, reach, push, pull, and grasp to access materials or equipment and complete assigned tasks. The role involves lifting and carrying up to 30 pounds from various heights, including ground, waist, chest, shoulder, and above shoulder level, and may occasionally require traversing uneven surfaces. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable period; 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 for this position is dynamic and fast-paced, primarily based in a fast-paced office setting with frequent movement across various areas. Employees regularly interact with the public, staff, and external partners, and may occasionally be exposed to challenging individuals or urgent situations. They must be prepared to manage potential confrontations with professionalism and composure. These conditions reflect the typical demands and challenges associated with performing the essential functions of this role.

Hazard

Exposure to community members, students, parents, and personnel who may become disorderly.

SUPERINTENDENT POLICY NO. 4030

VCOE shall not unlawfully discriminate against or tolerate the harassment of employees or job applicants on the basis of their sex, race, color, religious creed, national origin, ancestry, age over 40, marital status, pregnancy, physical or mental disability, medical condition, Vietnam era veteran status, or actual or perceived sexual orientation. Equal employment opportunity shall be provided to all employees and applicants. Physically or mentally disabled employees or applicants may request reasonable accommodation. All employees are expected to carry out their responsibilities in a manner that is free from discriminatory statements or conduct. Employees who permit or engage in discrimination or harassment may be subject to disciplinary action up to and including dismissal.