

## JOB DESCRIPTION

April 2025

Placer County Office of Education  
1400 W. Stanford Ranch Rd.  
Rocklin, CA 95765

### ASSOCIATE SUPERINTENDENT, BUSINESS SERVICES

#### **General Purpose:**

An Associate Superintendent, Business Services is responsible to and works under the direct supervision of the Deputy County Superintendent of Schools/Chief of Staff. The Associate Superintendent, Business Services plans, implements, directs and maintains the Placer County Office of Education's Business Services. Provides program recommendations to the County Superintendent and/or the Board of Education ensuring compliance of the Business Services with established policies, procedures and/or regulations; and addresses other administrative duties and processes required to maintain the Placer County Office of Education program of services. This is a classified management position.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Supervises assigned personnel.
- Administers and coordinates the financial management, accounting, budgeting, payroll, benefits, internal controls and business functions of the Placer County Office of Education.
- 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.
- Represents the County Superintendent at local, regional, and state agencies, and makes presentations as necessary.
- Provides technical expertise and information regarding assigned functions; formulates, develops and implements policies and procedures affecting assigned functional or program areas; plans, develops, and recommends programs, goals and objectives.
- Participates as a member of the County Superintendent's Cabinet in the overall planning and direction of the Placer County Office of Education functions and services; advises the County Superintendent regarding use of resources, priorities, program opportunities and methods to enhance the delivery of business-related programs and services.
- Directs the development, interpretation, and compliance of laws, rules, and regulations affecting school finance, school budgets, and financial reporting.
- Supervises budgetary control over the various funds of the Placer County Office of Education; assists districts in the preparation and balancing of budgets.
- Administers the planning, organizing, preparation, and presentation to the Board of Education and approves all expenditures and revisions to the Placer County Office of Education budget.
- Serves as a representative on county and state committees and organizations concerned with administrative and business services.
- Works with the County Auditor, Treasurer and Tax Collector regarding school district and the Placer County Office of Education funds.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Facilitates communication between the Placer County Office of Education, the Board of Education and/or school districts for the purpose of evaluating situations, solving problems and/or resolving conflicts.

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- Monitors fund balances of assigned program and related financial activity for the purpose of ensuring that allocations are accurate, related revenues are generated, expenses are within budget limits and/or fiscal practices are followed.
- Recommends solutions to a variety of complex issues for the purpose of addressing the needs and responsibilities of the Placer County Office of Education.
- Administers and coordinates the audit and review of school district budgets and financial reports to verify compliance with the Standards and Criteria as defined by AB 1200 / AB 2756 and other applicable legislation.
- Conducts financial analysis for negotiations and project costs; participates in the collective bargaining process as directed.
- Reviews and provides oversight for the Local Control Funding Formula (LCFF) for school districts and participates in the development of the County Office LCFF.
- Provides analysis of school district Local Control Accountability Plans (LCAP's) and participates in the development of the Placer County Office of Education LCAP.

### **Minimum Qualifications:**

#### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

#### **Education:**

- A Bachelor's degree in Business Administration or Business Accounting or a closely related field is required.
- A Master's degree is preferred.

#### **Experience:**

- At least five years of business or financial management experience is required, preferably including at least three years experience in school district or County Office of Education accounting, budgeting and data processing work.
- Evidence of continuing education in the area of fiscal management and school district business services.

#### **Knowledge, Skills and Abilities:**

- Knowledge of leadership practices and principles, management practices and principles, school district and County Office of Education accounting, finance, budgeting, data processing, and personnel principles and procedures.
- Knowledge required to perform advanced math.
- Knowledge of laws, rules and regulations relating to school districts and County Office of Education business activities.
- Knowledge required to review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions.
- Skills required to perform multiple technical tasks with an occasional need to upgrade skills due to changing job conditions.
- Skills required to utilize pertinent software.
- Ability to manage assigned programs, interpret and implement rules relating to these programs, make policy decisions, evaluate results, and make determinations relative to the effective performance of the tasks.
- Ability to schedule a significant number of activities and routinely gather, collect and/or classify data.

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- Ability to work with others under a wide variety of circumstances.
- Ability to problem solve to analyze issues, create plans of action and reach solutions.
- Ability to analyze and interpret policies; develop and implement policies and procedures; train and evaluate staff; facilitate meetings; and communicate with persons of varied cultural and educational backgrounds.
- Ability to work with Placer County Office of Education and district staff, parents, community agencies and organizations.
- Ability to function as a positive, contributing member of an education team.

### **Required Testing:**

- None

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

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**FLSA Status:** Exempt

**Employee Group:** Management

**Salary Grade:** Level 2

Reviewed and Approved:

Superintendent:

Human Resources:

Date:

4/15/25

Date:

4.15.25