



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

July 2001

BUSINESS SERVICES SUPERVISOR SERIES

Adult Education Classification

Fiscal Classification

DEFINITION

To plan, organize, supervise, participate, and coordinate a variety of support service activities associated to a specific division or department. Coordinate assigned activities with other divisions, departments, sites and outside agencies, and to provide responsible supervisory support to a Director level administrator.

SERIES CHARACTERISTICS

This job class is responsible for assisting in the overall effectiveness and efficiency of support services for a department or division program by providing leadership and direction to a variety of non-instructional business functions. Decisions made by the incumbent may have a significant impact on the operations among multiple sites; the incumbent in this class receives limited supervision, is expected to exercise considerable independent judgment and strategically align operational goals to the organization vision.

ESSENTIAL FUNCTIONS

Evaluates and improves the overall effectiveness of customer service for programs; interviews, selects, trains, evaluates, coaches, motivates, and improves the performance of employees; completes a variety of statistical and activity reports; confers with and advises District staff on financial problems; confers with other departments and governmental agencies regarding proposed or existing accounting projects or problems; directs and coordinates the maintenance of records of expenditures and income from a wide variety of accounts and funding sources; accounts for and maintains supporting records of all accounting transactions; assists in developing preliminary and final budgets; direct attendance accounting and reporting procedures; assist in developing long and short term performance goals for operational units including budget development and implementation; assists in the development of relevant policies and procedures; assist in interpreting policies and labor agreements; researches, proposes, and implements processes and projects; develops cost analysis reports to determine the most cost-effective method to complete projects; establishes and maintains effective work relations with district personnel, students, vendors, and regulatory agencies; maintains records of operational costs and performance outcomes and prepares necessary reports and correspondence; performs other related duties as required.

Adult Education Functions

Coordinates and supervises the day to day operations of a variety of Adult Education business units such as publications and duplicating, accounting, payroll, purchasing and distribution;

receives and examines requisitions for school district supplies, services, and equipment; conducts follow-up operations to insure delivery; makes recommendations concerning standardization of equipment and supplies; controls warehouse inventory; maintains records showing current information on purchases completed, in process, and sources of supply; coordinates the preparation and dissemination of a variety of marketing and registration materials

Fiscal Services Functions

Coordinates and supervises the day to day operations in the Fiscal Services Department including District-wide payroll and accounting business units; plan, organize and perform variety of professional-level fiscal functions ensuring compliance with applicable regulations, requirement, policies, and procedures; work effectively with external auditors to ensure efficient and responsive auditing of District accounts; acts as a liaison between Fiscal Department, other District departments, sites and County Office.

DESIRED QUALIFICATIONS

Knowledge of:

- Accounting principles, practices, methods and record keeping systems;
- Purchasing, payroll and cash management operations;
- Basic public administration including general budgetary practices;
- Board policies and regulations, Education Code sections, and relevant employee collective bargaining agreement provisions;
- Functions, activities and responsibilities of school district and adult education programs;
- Proper English usage, spelling, grammar and punctuation;
- Principles of project management;
- Computers and technology in a work setting;
- Principles of supervision, work coordination and training.

Ability to:

- Plan, organize, direct and supervise the operations of a variety non-instructional activities;
- Maintain financial recordkeeping, control, internal auditing, disbursement of funds, purchasing and payroll;
- Analyze and interpret fiscal and accounting records and data;
- Direct, motivate, train, supervise, and evaluate personnel;
- Communicate effectively both orally and in writing;
- Read, gather, sort and analyze statistical data;
- Exercise good judgment;
- Establish and maintain cooperative and effective working relations;
- Establish and monitor a variety of records and prepare reports;
- Identify problems both technical and supervisory, obtain relevant information, and identify probable cause(s), propose and implement solutions.

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Adult Education Classification & Fiscal Classification

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Ability to: contd.

- Manage and implement assigned projects;
- Assist in the preparation and administration of program budgets.
- Assist in the preparation clear and concise administrative and financial reports.
- Research, analyze and evaluate new service delivery methods and techniques.
- Determine needs for contracting services with outside agencies.

Training & Experience:

Must possess a H.S. diploma or equivalent. In addition, completion of professional training or college-level course work in business, accounting, payroll, office management, supervision, or related field is desired.

Five years of increasingly responsible office management, secretarial or administrative experience preferably in an adult education setting is required for the Adult Education classification. Five years of increasingly responsible clerical experience specifically in the accounting/payroll profession preferably in a public educational setting is required for the Fiscal Services classification. Supervisory or lead work experience is desirable for both classifications.

These positions will be paid on the appropriate step of the Classified Management salary schedule:

Business Services Supervisor, Fiscal

- Range 182X
- 12 months

Business Services Supervisor, Adult Education

- Range 182X
- 12 months