

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Director, Budget and Fiscal Services	CLASSIFICATION: Non-Represented Management, Classified
SERIES: Director III	FLSA: Exempt
POSITION CODE: 4912	WORK YEAR: 12 Months
DEPARTMENT: Business Services	SALARY: Range 19 Salary Schedule A
REPORTS TO: Chief Business Officer	BOARD APPROVAL: 08-21-00 CABINET REVISION: 09-19-19

BASIC FUNCTION:

Under the direction of the Chief Business Officer, plan, organize, and direct the development of the District budget; develop and implement budgetary control procedures; and prepare financial and budget reports required by the State, administration, federal agencies, the Superintendent, the Board of Education, Cabinet, and others as required.

REPRESENTATIVE DUTIES:

Direct and control assigned functions related to budget management, control and analysis; develop, control, and monitor the budgets and accounts of the District to ensure financial accuracy and appropriate allocation of funding resources to meet the needs of the sites and departments in support of improving student achievement. **E**

Prepare preliminary, tentative, and final adopted budgets annually; prepare and present budgetary information to the Superintendent, the Board of Education, Cabinet, and other groups as required. **E**

Ensure accurate calculation of all non-categorical revenues for the District. **E**

Serve as a control point for position control purposes. **E**

Conduct financial analysis, assist in evaluating proposals, and provide financial data and calculations as required for District negotiations. **E**

Provide technical expertise, information, and assistance to the Chief Business Officer regarding District budgets, accounting and related programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; and advise the Chief Business Officer of unusual trends or problems and recommend appropriate corrective action. **E**

Verify all departmental budgets submitted; monitor all District budgets to ensure compliance with District policy, the Education Code, and county, state, and federal regulations. **E**

Develop and prepare a variety of budgets for the District that clearly show program progress and problems for policy guidance and administrative control; analyze and review budgetary and financial data to ensure data accuracy; and monitor and authorize budget transactions in accordance with established guidelines to ensure the financial stability of the District. **E**

Maintain close contact with District staff, the Budget Committee, community organizations, and employee organizations in budget development activities and changes in the budget; make available and disseminate relevant program, expenditure data, and information to such groups and organizations. **E**

Communicate and collaborate with a variety of District administrators and personnel, and applicable government departments and agencies to coordinate activities; resolve issues or concerns and exchange information. **E**

Develop computational data for required governmental reports showing total District resources and expenditures. **E**

Analyze and define all District program and subprogram activities in order to develop budgetary information about the program. **E**

Assist in year-end closing activities and in the audit of the official financial records of the District. **E**

Direct, control, and monitor appropriate work flow, computer procedures, priorities and work assignments to provide timely delivery of high quality services to staff, sites, and departments. **E**

Direct staff on all budgetary matters and other day-to-day activities. **E**

Supervise and evaluate assigned staff in the performance of their job duties. **E**

Train and supervise the performance of budget personnel; provide clear, constructive feedback to improve staff effectiveness, recommend performance improvement plan, disciplinary, and other personnel-related actions; and interview and select employees. **E**

Assist in the development of Business Services operational procedures, rules, and regulations. **E**

Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community, as related to Business Services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in business, economics, accounting, finance, public administration, business administration, or a related field, and five years increasingly responsible supervisory experience in the administration of budgets, budget preparation with a preference in a public school district, and supervision and evaluation of budget office personnel in all aspects of their work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and direction of budget development in a public school district.

Budget administration, preparation, and control.

Financial analysis and projection techniques.

Generally accepted accounting and auditing principles, practices, and procedures.

Accounting and budget functions of a school district.

Financial and statistical record-keeping techniques.

Principles and practices of administration, management, supervision, and training.

Oral and written communication skills.

Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

ABILITY TO:

Plan, organize, control, and direct the functions of preparing the District-wide budget, program budgets, and activities.

Provide technical information and assistance to others concerning budget preparation.

Communicate effectively both orally and in writing.

Prepare financial and budget reports required by the State, administration, federal agencies, and the Board of Education.

Analyze financial data and prepare forecasts and recommendations.

Interpret, apply, and explain rules, regulations, policies, and procedures.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff in carrying out their assigned duties.

Direct the maintenance of a variety of reports and files related to assigned activities.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits through District-offered plans.

(Former Classification Title: Director III, Budget Services)

APPROVALS:

Cancy McArn, Chief Human Resources Officer

Date

Jorge A. Aguilar, Superintendent

Date