

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Fiscal Services	CLASSIFICATION:	Non-Represented Management, Classified
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	9721	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Chief Business Officer	BOARD APPROVAL:	08-21-00
		CABINET APPROVAL:	12-19-16

BASIC FUNCTION:

Plan, organize, and direct the development of the district budget; develop and implement budgetary control procedures; and provide budgetary information to the Superintendent, Board of Education, and others as required.

REPRESENTATIVE DUTIES:

Prepare preliminary, tentative, and final adopted budgets annually. Prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. **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 and expenditure data and information to such groups and organizations. **E**

Conduct financial analysis and provide financial data as required for district negotiations. **E**

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

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

Develop management reports that clearly show program progress and problems for policy guidance and administrative control. **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**

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

Serve as a control point for position control purposes. **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 public administration, business administration, or a related field, and five years increasingly responsible supervisory experience in budget preparation with a preference in a public school district.

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 preparation and control.

Oral and written communication skills.

Principles and practices of management.

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

ABILITY TO:

Plan, organize, control, and direct the functions of budget preparation.

Provide technical information and assistance to others concerning budget preparation.

Communicate effectively both orally and in writing.

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

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.

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

José L. Banda, Superintendent

Date