

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Budget	CLASSIFICATION:	Classified Non-Represented Supervisor
SERIES:	Supervisor IV	FLSA:	Exempt
JOB CLASS CODE:	1406	WORK YEAR:	12 Months
DEPARTMENT:	Budget Services	SALARY:	Range 22 Salary Schedule G2
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	09-22-03
		BOARD REVISION:	

BASIC FUNCTION:

Supervise, plan, organize, coordinate, and direct complex, advanced-level budget functions and operational activities requiring independent judgment and analysis; oversee budget software functions to ensure data integrity; supervise, evaluate, train, and direct the performance of assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Supervise, plan, organize, coordinate, and direct complex, advanced-level budget functions and operational activities requiring independent judgment and analysis; oversee budget software functions to ensure data integrity. **E**

Supervise, evaluate, train, and direct the performance of assigned staff, and participate in the interview and selection of new employees; process personnel records; make recommendations concerning staffing; discipline assigned staff according to district policies and procedures. **E**

Supervise and monitor school site and program expenditures for conformity with budget, state accounting requirements, granting agency expenditure guidelines, and state/federal regulations. **E**

Act as a liaison with Information Services, Personnel Services, and Payroll Services; assist the director with various special projects, such as site-based budgeting, one-stop staffing, salary projections, etc. **E**

Conduct workshops and provide training, direction, technical, and analytical support to district personnel on the position control and finance system; provide assistance to outside agencies. **E**

Develop, create, and translate training manuals to uncomplicated terms for first-time users of the position control and finance system. **E**

Research and analyze data utilizing computer database management programs; coordinate the collection and preparation of data through report writing or computer-generated reports; import and/or export information from various programs, compile data, and create and format custom reports. **E**

Compile and prepare annual financial report on district-wide categorical programs, and provide status of funds; oversee special project grants generating \$100+ million revenue. **E**

Analyze statistical data to ensure information is in compliance with district policies and regulations. **E**

Research, analyze, and determine proper placement of funds labeled “unidentifiable revenue,” and reconcile revenue. **E**

Analyze highly complex problems with budgets, and take immediate appropriate action to remedy problems; prepare and maintain a variety of financial and statistical data. **E**

Implement district policies and procedures affecting assigned areas of responsibility as appropriate, and analyze state and federal legislation to determine the effect on district programs. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with district personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and division. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in finance, accounting, business administration, or related field, and nine years increasingly responsible experience related to complex budget and administrative analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license; provide personal automobile. Overall scores in computer software QWIZ testing program preferred as follows:

- Keyboarding 65 Correct WPM
- Word 95% Overall Score
- Excel or Access..... 95% Overall Score
- General Accounting 95% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods and practices of budgeting, statistical analysis, and financial recordkeeping.
- General accounting principles and procedures.
- California school district budgeting and accounting.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- Research methods and report writing techniques.
- Presentation, communication, and public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer terminal, related software, and other office equipment.
- Principles and practices of effective supervision.

Health and safety regulations.

ABILITY TO:

- Supervise, plan, organize, coordinate, and direct complex, advanced-level budget functions and operational activities requiring independent judgment and analysis.
- Oversee budget software functions to ensure data integrity.
- Train, supervise, and evaluate the performance of assigned staff.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Research, analyze, compile, verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality as appropriate.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well within a team setting.
- Meet district standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety regulations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

Sup IV Budget (ZIP 100)

APPROVALS:

Carol M. Mignone, Chief Personnel Officer

Date

Chuck Mc Cully, Interim Superintendent

Date