

ADMINISTRATIVE SERVICES MANAGER - OFFICE OF THE SUPERINTENDENT

DEFINITION

Plans, coordinates, and administers staff service functions for the Office of the Superintendent, including budget preparation, control and analysis of expenditures, personnel management, organizational and procedural analysis, and the coordination of various engagements and events attended by the Superintendent.

TYPICAL DUTIES

- Prepares and coordinates the budget for the Office of the Superintendent, establishes and maintains expenditure controls, analyzes and evaluates budget proposals and expenditures, and prepares necessary budget adjustments.
- Administers personnel activities, such as the maintenance of personnel records, processing of personnel transactions, processing of disciplinary actions, and performance evaluation of classified employees.
- Establishes and maintains records, procedures, and controls; compiles statistical and accounting data; and prepares estimates and financial analysis for routine and special reports.
- Coordinates policies and procedures with other District units, representatives of other public agencies, and non-District contractors.
- Coordinates and supports the Superintendent in various engagements and events, school site visits, and other external events and appearances and performs walkthroughs and coordination activities.
- Assists in analyzing and recommending changes in organization, policies, procedures, communications and other administrative matters.
- Evaluates space and facilities utilization, equipment, and supplies, and recommending layouts or procurement.
- Interprets State and federal regulations, policies, and communications to District staff and appropriate members of community groups.
- Represents the Office of Superintendent at meetings.
- May present written and oral reports to District staff and community groups concerning various items Office of the Superintendent.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Administrative Services Manager, Office of the Superintendent administers financial and business management activities for the Office of the Superintendent.

The Chief of Staff reports directly to the Superintendent of Schools and is the principal liaison between the Superintendent and the Board of Education. The Chief of Staff has functional supervision over all Superintendents' direct reports.

The Principal Administrative Assistant, Office of the Superintendent serves in a staff capacity assisting the Superintendent or Chief of Staff by carrying out a wide range of administrative functions with considerable reliance up initiative and discretion and without detailed direction and review.

SUPERVISION

General supervision is received from the Superintendent of Schools or Chief of Staff. General supervision is exercised over administrative and clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and public administration as they relate to organization and management, budget preparation and control, cost accounting, fiscal and personnel management, and public relations
Administrative analysis and statistical techniques
Office management methods, forms, and equipment
City, County, State and federal laws, rules, regulations, and policies of the District as they affect administrative activities
Organization and functional responsibilities of District administration
Data processing concepts and practices as they relate to the development of management information systems
Principles of staff training and development

Ability to:

Analyze cost figures and statistical data for the development of administrative controls, record systems, and financial forecasts
Maintain effective relations with outside contractors, District personnel, and representatives of public agencies
Work under sustained pressure
Prepare clear, concise reports and recommendations
Make effective oral presentations
Supervise and train subordinates

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business, public administration, communication, or a related field.

Experience:

Six years of experience at and/or above the journey-level that included responsibility for such activities as budgeting, cost accounting, administrative analysis and control, data systems analysis, and personnel relations. Two years must have been in a supervisory capacity in a school district. Graduate study in public or business administration or school business management or a related class may be substituted for the nonsupervisory experience on a year-for-year basis.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
09-19-19
RGK/PJO