

BOND OVERSIGHT COORDINATOR

DEFINITION

Assists the Administrator of the Bond Oversight Committee by coordinating established administrative functions; implementing laws, systems, and policies and procedures for bond oversight; and serves as a liaison with bond program divisions and executive staff.

TYPICAL DUTIES

- Liaises with and collects data and various documents from bond program divisions and District executive staff and conducts a thorough analysis to be reviewed by the Bond Oversight Committee as required.
- Organizes and coordinates Bond Oversight Committee meetings schedules, meeting materials and agenda items, meeting minutes, translation services, KLCS production and video recording, and correspondences with the District's Board Secretariat.
- Conducts research and analysis related to the Bond Oversight Committee budget, including the cost for employees and consultant positions, and compiles financial data for the CFO's bond compliance office.
- Oversees the procurement process and contract administration which includes the invoice and payment processing for Bond Oversight consultants and independent legal counsel.
- Conducts research and prepares technical program analysis and financial analysis for reporting on bond fund programs.
- Conducts research for and coordinates the nominating authorities for new Bond Oversight Committee members.
- Coordinates new Committee appointments with the Board Secretariat and Superintendent Staff, and prepares procedures and organizes Committee Member term appointments, and tracks new Committee member briefings, materials, and schedules.
- Prepares or assists in compiling and writing a variety of reports in statistical, graphic, or narrative form.
- Prepares the Bond Oversight Committee quarterly report, which includes, an overview of the District's bond program, committee member activities, resolution, and budget data.
- Ensures that the data retention and data systems for Bond Oversight Committee records comply with statutory requirements.
- Oversees the office budget, spending projections, purchasing and supply inventory, P-Card, and imprest fund administration.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Bond Oversight Coordinator assists the Administrator of the Bond Oversight Committee by coordinating established administrative functions; implementing laws, systems, and policies and procedures for bond oversight; and serves as a liaison with bond program divisions and executive staff.

The Bond Oversight Administrator is responsible for providing report services to the Bond Oversight Committee regarding all bond funded new construction, modernization, and repair projects.

SUPERVISION

General direction is received from the Bond Oversight Administrator. Supervision may be exercised over clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Activities, policies, practices, rules and regulations of the District related to Bond Programs
Principles and practices of public administration as they relate to organization and office management, personnel administration, public relations, and budgetary and fiscal policies
Research techniques, including statistical analysis and graphic presentations
Administrative organization of the Los Angeles Unified School District

Ability to:

Represent the Bond Oversight Committee regarding complex issues in meetings with senior management, representative from other agencies, consultants, and members of the community
Exercise judgment and discretion in applying and interpreting regulations and policies related to bond funding
Establish and maintain effective working relationships with other Division employees, officials of the District and other agencies, contractors, and the public
Analyze, prepare, and review correspondence and reports
Comprehend governmental laws and regulations and District policies as they affect the financial activities related to Bond expenditures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university preferably with a degree in public or business administration, public policy, finance, education or a related field. Additional qualifying experience may be substituted for two years of the required education on a year-for-year basis. A Master's Degree is preferred.

Experience:

Four years of professional level experience with responsibility for such activities as fact gathering, data systems analysis, financial analysis, and report writing. Experience working with bond compliance, bond funded projects, public project or construction management, public construction programs, public education, or construction agencies is preferable.

Special:

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

The 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

09-17-20

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