

## LOCAL CONTROL ACCOUNTABILITY PLAN ADMINISTRATOR

### DEFINITION

Administers, plans, organizes, coordinates, develops, and administers the District's Local Control and Accountability Plan (LCAP) and the Local Control Funding Formula (LCFF) work.

### TYPICAL DUTIES

- Administers, coordinates, develops, and implements the framework, processes, and policies of the district-wide LCAP and school-site local accountability model.
- Directs, coordinates, and participates in the internal steering committee tasked with developing LCAP for the District and ensures that key deadlines are met.
- Directs the development, implementation, and project management of outreach and communications to all stakeholders, including budget documents, policy guideline development and the annual review of the TSP justification plans, for compliance with state regulations and District policy.
- Renders expert counsel and advice to Senior Management.
- Develops and interprets District policies as they relate to state laws governing the LCFF and LCAP.
- Collaborates with the Office of Government Relations to effectively work with the California Department of Education and State Board of Education regarding LCFF and LCAP compliance and legal issues that impact the District.
- Coordinates the analysis of legislation and formulation of District's position on issues related to the LCFF and the LCAP and ensures that the LCAP is meeting all the requirements.
- Liaises and coordinates with the Parent and Community Services Branch (PCSB) on parent advisory committees mandated by the Local Control Funding Formula.
- Prepares and presents drafts of the Local Control Accountability Plan for the Superintendents, senior staff, stakeholders, and the public.
- Represents the District at education related organizations, agencies and community groups in problem solving conferences with parents, community, and governmental representatives, and District and Board of Education staff.
- Prepares materials to inform board members and senior staff on the development of LCAP.
- Directs the preparation of a proposed annual budget for functional areas of responsibility.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Local Control Accountability Plan Administrator administers, plans, coordinates, develops, and administers the District's LCAP and assists in ensuring that the District is meeting all the legal requirements of LCAP.

The Chief Financial Officer is the executive responsible for the direction of the financial activities of the District. The Deputy Chief Financial Officer assists in managing the financial services of the District: participates in the planning and implementation of policies and programs: and acts as Chief as required.

The Budget Policy Analyst typically performs complex work requiring analytical and writing skills with emphasis on different methods of budgeting rather than implementation of current budgeting practices.

## SUPERVISION

Administrative direction is received from the Chief Financial Officer. Supervision may be exercised over Program and Policy Development Coordinators, Budget Policy Analysts, Financial Analysts, and other lower level technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- District policies, procedures, programs, objectives, and organizational structure
- Research and analysis techniques
- Supervisory principles and practices
- Public relations principles
- Concepts and business applications of data management systems and procedures
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that relate to the LCAP and LCFF
- LCAP and LCFF and how it applies to the District
- Effective management and supervisory principles and techniques

### Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Conduct meetings and make oral presentations
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Understand proposed and existing state and federal legislation to assess its potential impact on the District
- Make effective evaluations of subordinates' performance

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree preferably in education, public policy, public or business administration, law, or a closely related field. A graduate degree in one of the aforementioned areas is preferable.

### Experience:

Four years of professional level experience analyzing and making recommendations to executive staff for the solution of complex problems related to legislation of programs, organizational policies and procedures, budget and finance, or complex processes and systems. Two years of the aforementioned experience must be in a management level position.

Special:

A valid California Driver License.  
Use of an automobile.

SPECIAL NOTES

Los Angeles based; may be required to travel to Sacramento

This class description is not a complete statement of essential functions, responsibilities, or requirements. 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.

Revised  
11-23-15  
PJO