

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Budget Supervisor	REPORTS TO:	Director, Budget Operations
DEPARTMENT:	Budget Department	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	050 AASD Supervisors'
REVISED:	August 4, 2003		

BASIC FUNCTION:

Supervise the development, preparation, and distribution of all tentative and final budget allocations in support of the school site and program operations; supervise the monitoring of school site and program expenditures for conformations with budget, State accounting requirements, granting agency expenditure guidelines, and State/Federal regulations; conduct, analyze, and report findings and recommendation of major budget studies, and control activities associated with income generation programs.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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 principal job elements.)

E = Essential Functions

Supervise the development, preparation, and distribution of all tentative and final budget allocations in support of the school site and program operations and the monitoring of school site and program expenditures for conformations with budget, State accounting requirements, granting agency expenditure guidelines, and State/Federal regulations. **E**

Conduct, analyze, and report findings and recommendation of major budget studies, and control activities associated with income generation programs, and administer position control for assigned areas. **E**

Establish effective and ongoing communication with district administrators, representatives of County, State and Federal agencies and others to obtain budget and funding information related to a variety of District-related programs and services. **E**

Analyze highly complex problems with budgets and take immediate appropriate action to remedy problems, and supervise the development and dissemination of information to district personnel, including budget reports, income and expenditure projections, complex financial information for various funds, forecasts, future revenues and expenses; and prepare and maintain a variety of financial and statistical data. **E**

Provide training, direction, technical, and analytical support to professional staff, district committees, principals, division and department heads. **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, and apply and explain the provisions of the State's budget, Education Code, and other laws, rules and regulations related to budget issues. **E**

Conduct and facilitate meetings, resolve problems, provide direction for district personnel, and serve on district-wide committees, task forces, and panels. **E**

Supervise, train and direct assigned staff members and participate in the interview, selection and training process for new employees. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: Degree in finance, accounting, business administration, or related field and four years of budget, cost control, performance measurement, or detail cost accounting/analysis experience in any combination thereof.

LICENSES AND OTHER REQUIREMENTS:

Valid California drivers' license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

California Education Code, district policies and procedures, State and Federal laws, and other pertinent regulations.
Principles and procedures of public agency fiscal management.
Advanced budgeting practices and procedures.
Basic accounting principles.
Methods and practices of statistical analyses and financial record keeping.
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 networked desktop computer and other office equipment.
Computer software including Word, Excel, and other related applications.
Principles and practices of employment, management and effective supervision.

ABILITY TO:

Independently perform advanced budgeting duties adhering to basic accounting principles.
Maintain statistical records and prepare comprehensive statistical reports, analyses and recommendations.
Read, interpret, apply and explain rules, regulations, policies, and procedures.
Provide budget and related information regarding a variety of District programs, policies, events and efforts.
Maintain confidentiality as appropriate.
Understand and follow oral and written directions.
Understand the procedures, functions and limitations of assigned duties.
Communicate effectively and maintain cooperative relationships.
Work effectively with computer software and hardware.
Provide training, appropriately supervise and evaluate personnel, and communicate effectively.
Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting 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.

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