

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Business Manager, Early Childhood Education Programs	REPORTS TO:	Director, Child Development Programs
DEPARTMENT:	Early Childhood Education	CLASSIFICATION:	Management
FLSA:	Exempt	SALARY GRADE:	026
ISSUED:	July 12, 2011		AASD Classified

BASIC FUNCTION:

Plan, organize, control, and manage assigned business operation functions in the Early Childhood Education (ECE) Programs Department; review, develop and communicate policies, procedures and regulations; conduct research, cost/benefit analysis and other data analyses; prepare statistical and financial reports and program budgets; oversee contract negotiations, execution, implementation and completion; supervise and evaluate the performance of assigned staff.

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

Plan, organize, control, and manage the day-to-day business operations of the Early Childhood Education programs; assist, coordinate, support and supervise assigned program areas. ***E***

Provide technical expertise, information and assistance to the Director, Early Childhood Education, regarding assigned functions; assist in the formulation and development of policies, procedures, and programs; advise the Director, Early Childhood Education of unusual trends or problems and recommend appropriate corrective action. ***E***

Assist in building program budgets and perform ad hoc analysis as required; manage program budgets, cost controls and position control functions. ***E***

Monitor enrollment and attendance in the State Preschool, Child Development and other programs to ensure compliance with funding agencies' contract requirements; prepare and ensure accuracy of enrollment and attendance reports as required by the State, Federal and other agencies. ***E***

Oversee Early Childhood Education program contracts, including negotiations, execution, implementation and completion; ensure adherence with contract terms and conditions. ***E***

Provide information and confer with Early Childhood Education administrators on staffing formulas and allocation of positions based on staffing requirements of the program; monitor changes to positions and assignments; ensure positions and payroll timekeeping are reconciled to funding and other budgetary information; collaborate with Finance staff regarding accurate completion and timely submission of employee time certifications as required by government agencies. ***E***

Act on behalf of the Director, Early Childhood Education, in all areas of business operations in his/her absence. *E*

Recommend and manage activities to streamline and automate the department's functions and processes; evaluate, recommend, and implement new system applications as required to improve efficiency and productivity. *E*

Serve as liaison with other departments and government agencies regarding Early Childhood Education business issues and processes. *E*

Collaborate with Finance staff regarding grant reporting, preparation of annual reimbursement claims, audits, and the collection of data and other statistical information; compile and prepare reports for submission to District management and State, Federal and other agencies. *E*

May develop training programs and participate in conducting training on Early Childhood Education program regulations, procedures and protocols.

Communicate with district management staff and others concerning assigned functions; attend meetings on behalf of management staff. *E*

Select, train, supervise, and evaluate the work of assigned staff. *E*

Perform related duties as assigned. *E*

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree in accounting, finance, business administration or related field and four years of experience in financial administration in a large public or private organization. A master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Microsoft Excel (macros, pivot tables, indexes, Solver) at expert level proficiency.
- Complex financial analysis.
- Budget preparation and control.
- Advanced accounting principles, systems, and procedures.
- Oral and written communication skills.
- Principles and practices of effective supervision.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Exercise sound judgment in preparing analyses.
- Perceive organizational implications of recommendations and conclusions.
- Develop complex spreadsheets and schedules at an expert level in Microsoft Excel.

Maintain current knowledge of applicable provisions of federal, state and district laws, rules and regulations.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Prepare comprehensive narrative and statistical reports.

Direct the maintenance of a variety of reports and files related to assigned activities.

Interpret, apply and explain rules, regulations, policies and procedures.

Meet schedules and time lines.

Train, supervise and evaluate the performance of assigned personnel.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

Job Code 1667

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