SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Director of Finance for Support Services
REPORTS TO: Chief Financial Officer

DEPARTMENT: Financial Services
CLASSIFICATION: Classified Management

FLSA: Exempt
SALARY GRADE: 035
REVISED: March 1, 2010

BASIC FUNCTION:

Plan, organize, control, and direct the functions of the Office of Finance for Support Services to support operating departments; administer the budget process; administer district appropriations and expenditures; direct the maintenance of the district’s budget, supply accounts, charter school funds and projections; exercise control over expenditures for conformance to budget, accounting standards, and funding guidelines for district programs and funds; provide technical expertise, information and assistance to decision makers; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Assist the Chief Financial Officer in the overall function and mission of the District’s Financial Services Division; manage general obligation (GO) financing, TRANS notes, and capital funds. E

Develop information, policies and procedures for immediate and long-range financial management and planning. E

Direct and support the financial performance of divisions and departments. E

Establish and maintain liaison with various government groups including the County Auditor and Controller, County Treasurer, County Office of Education, and state departments of education and finance. E

Establish and maintain financial liaison with citizens groups such as Citizens Advisory Committees, Taxpayers Association, Chamber of Commerce, other interested public groups, bond rating organizations and others as directed. E

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

Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services. E

Lead and represent the Financial Services Division as support staff in collective bargaining. E
Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. E

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. E

Perform other duties as assigned. E

EDUCATION AND EXPERIENCE:

A combination of training, experience and/or education equivalent to a bachelor’s degree with a major in business administration, finance, accounting, public administration or a related field and seven years of financial administration experience in a large public or private organization; four of the seven years must include supervisory experience in a complex, automated financial environment with progressively responsible fiscal and management assignments. A master’s degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Financial techniques required to direct activities of a large-scale operation.
- Principals and techniques of budget preparation and control.
- Oral and written communication skills.
- Principles and practices of administration, supervision and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
- Provide leadership and direction in assigned functions.
- 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.
- Train and evaluate the performance of assigned staff.
- Interpret, apply and explain rules, regulations, policies and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
- Indoor, office setting.

PHYSICAL ABILITIES:
- Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; lifting light objects.

Issued: 11.10.09
Job Code 1617
JB