

**SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Director, Fiscal Controls and Information Systems	REPORTS TO:	Executive Director, Facilities Planning and Construction
DEPARTMENT:	Facilities Planning and Construction/ Auxiliary Services	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY GRADE:	034
ISSUED:	June 28, 2011		

BASIC FUNCTION:

Plan, organize, control and direct the financial control systems for Facilities Planning and Construction and Auxiliary Services Divisions; oversee the development of software requirements and actively assess software and systems performance in support of project management, construction management, scheduling, transportation and food services; supervise and evaluate the performance of assigned staff. This position reports directly to the Executive Director, Facilities Planning and Construction and functionally to the Executive Director, Auxiliary Services.

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 direct fiscal controls and related financial information systems activities, provide departmental information technology and support services, and develop fiscal department policies and procedures for both Facilities Planning and Construction and Auxiliary Services Divisions. ***E***

Oversee Auxiliary Services Division funding sources and budgets; direct the activities of staff that are responsible for fiscal controls of the operations and project budgets. ***E***

Advise the Executive Director, Facilities Planning and Construction, concerning the scheduling and execution of all bond and non-bond projects, efficiency and effectiveness of the department's fiscal controls program, and departmental administration. ***E***

Advise the Executive Director, Auxiliary Services, concerning the fiscal controls and planned expenditure analysis for PPO, Food Services, and Transportation. ***E***

Oversee the development of software requirements and actively assess software and systems performance in support of project management, construction management, scheduling, transportation and food services. ***E***

Oversee computerized maintenance management systems (CCMMS), and fiscal control software tools; lead internal software improvement teams. ***E***

Supervise and evaluate the performance of assigned staff; provide for continuing departmental staff training programs; develop work schedules; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions. ***E***

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

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

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A combination of training, education, and/or experience equivalent to a bachelor's degree in project management, finance, business or public administration, or related field, and minimum seven (7) years of progressively responsible facilities project budget control, and information systems experience in a large public agency environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business principles and school district administration.
- Budget preparation and control.
- Regulations and procedures related to assigned areas of responsibility.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software including Primavera, Microsoft PowerPoint, and PeopleSoft Project Cost module.
- Government Accepted Standards Board (GASB).
- Oral and written communication skills.

ABILITY TO:

- Plan, organize, control and direct the program management activities of the Fiscal Controls and Information Systems Department.
- Initiate concepts for action, analyze problems, and make decisions.
- Communicate effectively with the Board of Education members, staff, business community, public, and government agencies both orally and in writing.
- Develop and monitor complex budgets.
- Communicate effectively both orally and in writing.
- Develop written and oral presentations using PowerPoint.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.

- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Meet schedules and time lines.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor office and outdoor environments.

PHYSICAL ABILITIES:
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 1217
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