

SAN DIEGO UNIFED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Director, Resource Development	REPORTS TO:	Chief Financial Officer
DEPARTMENT:	Office of Resource Development	CLASSIFICATION:	Classified Management
FLSA:	Exempt	Work Year:	12 months
ISSUED:	November 8, 2005	SALARY GRADE:	034

BASIC FUNCTION:

Plan, organize, control, and direct the operations of the Office of Resource Development; maximize revenue generation to the district through mandated cost reimbursements and facilitation of the grant process consistent with district's goals; coordinate Title I financial/budget activities with the DAC and DELAC; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Direct the preparation of annual Title I Ranking and Funding Report for board approval to distribute Title I funds to schools centrally funded programs; involve coordination of work by the Food Services Department, Major Categorical Programs Unit and other appropriate departments; coordinate presentations to parent advisory groups, assistant superintendents, Executive Committee, and Board of Education. E

Direct implementation of the district's grant application process, including processing of school and district level applications for Standards, Assessment and Accountability Department, Deputy Superintendent, Executive Committee, and Board of Education approvals; and communication of grant awards to Accounting, Budget and other appropriate offices. E

Develop and maintain communication with District Advisory groups (DAC, DELAC) through attendance at monthly meetings, providing information and instruction via telephone calls and assisting walk-ins. Develop and coordinate presentations including Title I Ranking and Funding Report to the advisory groups; engage the members and respond to questions and criticism during monthly meetings. E

Serve as a member of the bargaining unit(s) team during contract negotiations. Evaluate financial impact to district as a result of amendments/changes to collective bargaining contracts. E

Testify before state legislative committees as required. E

Supervise Legislative Financial Accountants in the preparation of annual reimbursement claims for government mandates, in the collection of district wide data and in the maintenance of a variety of financial statements, claim files, and other statistical records. E

Direct the development of the district's annual Consolidated Application (Part I and II) for state and federal categorical program funds. E

Serve as a member of the No Child Left Behind Committee. E

Review proposed legislation and conduct research of legal issues related to proposed or existing Mandated Cost Legislation for school programs; contact appropriate district staff to discuss impact of the bill. E

Serve as a member of the Education Mandated Cost Network Executive Committee; obtain support of the network and prepare test claims for reimbursement of mandated costs and discuss issues having state-wide implications. E

Review and analyze chaptered legislation for school related mandate. Prepare test claims for reimbursement of district incurred cost for which no funding or inadequate funding has been provided. E

Meet with representatives of various state agencies to include Department of Finance, State Controller, and Legislative Analyst's Office to request changes to state agency policies and procedures; resolve payment disputes and implement changes to funding of mandates. E

Analyze and maintain knowledge of current and proposed state and federal legislation to obtain funding that supports district initiatives; prepare and process waivers of current legislation to enable district to maximize the funds available. E

Present test claim to the Commission on State Mandates in public hearing. E

Determine the cost of implementing the new program; develop the district's financial position on how the legislation will affect the income of the district. E

Work with various divisions, planning committees, principals, governance teams, and others for development of grant funded project objectives, budgeting, staffing, implementation, and evaluation. E

Act as a district resource to auditors from the National Science Foundation, Office of Inspector General, State Controller's Office, and State Department of Finance in responding to requests for documentation and district procedures. E.

Prepare revenue estimates of mandated costs and analyses of the district revenue receipts. E

Draft statewide cost estimate questionnaires for use by the Commission on State Mandates. E

Present appeals and requests for amendments to the Commission on State Mandates or the State Controller's office. E

Provide support to legal department and outside counsel on pending cases. E

Draft parameters and guidelines describing scope of reimbursable activities. E

Interpret federal and state guidelines to implement state and federally funded projects. E

Provide assistance to other districts in the collection of data, submittal and appeal of mandate claims as it relates to serving the districts interests. E

Alert grant recipients to audit requirements of grants and coordinate collection of documentation for auditor's review. E

Direct development and maintenance of grants web page. E

Coordinate budget development for grant applications and coordinate related activities with other divisions as required. E

Maintain liaison with federal, state, and local agencies whose activities are related to assigned program responsibilities. E

Direct the preparation of the annual AFDC/CalWORKs Report for submission to the San Diego County Office of Education (SDCOE), California Department of Education, and U.S. Department of Education; direct processing of contract with SDCOE to obtain confidential AFDC/CalWORKs data on district students; maintain confidential file of data. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to bachelor's degree from a recognized four-year college or university with a major in finance, accounting, business, or public administration or other appropriate field; additional coursework in governmental relations or law is desirable but not required; and/or six years of progressively responsible project management experience preferably in grants, audit/compliance related legislation, and/or student enrichment programs and/or four years of full-time, progressively responsible fiscal experience, including research of legal issues pertaining to the educational system, preferably in a public agency or large organization.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- State of the art theories, techniques, and methodologies of grant planning, development, and management as related to legislation or external agency authorizing the grant.
- Applicable laws, codes, regulations, policies, and procedures.
- State legislative mandates and processes.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.
- Public relations techniques and practices.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership, direction, and monitoring of approved funded programs.
- Apply advanced financial analysis, accounting principles, and systems and procedures.
- Prepare and maintain records, reports, forms, and files.
- Communicate effectively with staff and community in a multiethnic educational environment.
- Maintain confidentiality of sensitive information.
- Analyze situations accurately and adopt an effective course of action.
- Conduct complex research and compile data regarding legal issues.
- Accurately prepare complex financial statements and statistical documents.
- Perceive organizational implications of recommendations and conclusion.
- Establish and maintain effective working relationships with others.
- Plan and organize work.
- Meet schedules and time lines.

Maintain records and prepare reports.
Work independently with little direction.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Exercise sound judgement in preparing analyses.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; 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.

Issued: 11.08.05

Job Code 1265

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