

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Auxiliary Services Controls	<b>REPORTS TO:</b>	Director, Fiscal Controls and Information Systems
<b>DEPARTMENT:</b>	Facilities Planning and Construction/ Auxiliary Services	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	026 AASD
<b>ISSUED:</b>	June 28, 2011		

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**BASIC FUNCTION:**

Plan, organize, and manage the budget development and budget execution monitoring for Auxiliary Services operations; provide budget and systems support to the operational departments within Auxiliary Services Division; plan, organize, and manage technology support for comprehensive information systems for the Physical Plant Operations department; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:** Incumbents may perform any combination of the essential functions shown below. This positions 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**

Manage financial controls over all Auxiliary Services' funding sources and budgets; develop the department budget and monitor its implementation. ***E***

Assist in development of fiscal department policies and procedures. ***E***

Manage the activities of staff that are responsible for fiscal controls of the operations and project budgets. ***E***

Advise management staff concerning the fiscal controls and planned expenditure analysis for Physical Plant Operations, Food Services, and Transportation and efficiency and effectiveness of the department's fiscal controls program. ***E***

Train and support staff in the implementation and use of department fiscal control software tools. ***E***

Plan, organize, and manage technology support for comprehensive information systems for the Physical Plant Operations department. ***E***

Manage development of new automated systems to meet short and long range goals, including but not limited to management systems within Physical Plant Operations and interface with other Auxiliary Services management systems and district-wide applications (DWA). ***E***

Manage the installation and maintenance of technology systems hardware, software and related peripherals and devices. ***E***

Train, supervise and evaluate performance of assigned staff. ***E***

Represent the division and act as liaison with district divisions, departments and committees and with other public agencies. ***E***

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, education and/or experience equivalent to a bachelor's degree in finance, accounting, business administration, public administration, or other related field and four years of progressively responsible facilities project budget control and information systems experience, preferably in a large public agency environment.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Business principles and public administration.
- Budget preparation and control.
- Principles and practices of administration, supervision, and training.
- Applicable laws, codes, regulations, policies, and procedures.
- Computer software including Primavera, Microsoft PowerPoint, and PeopleSoft Project Cost module.
- Technical aspects of utilizing management systems.
- Reading and writing English communication skills.

**ABILITY TO:**

- Manage financial controls over all Auxiliary Services' funding sources and budgets.
- Develop the department budget and monitor its implementation.
- Assist in development of fiscal department policies and procedures.
- Manage technology support for comprehensive information systems.
- Train, supervise and evaluate performance of assigned staff.
- Maintain current knowledge of technology applications used in business support of K-12 schools.
- Manage and effectively utilize systems applications.
- Apply good organizational skills.
- Determine priorities in coordinating and scheduling activities.
- Exercise sound judgment in making recommendations.
- Operate standard office equipment including computers and related software applications.
- Establish and maintain effective working relationships with district staff and other agencies.
- Plan and organize work.
- Meet schedules and timelines.
- Maintain records.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.

**WORKING CONDITIONS:**

**ENVIRONMENT:** Office environment.

**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.