

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Manager, Resource Development	REPORTS TO:	Director, Financial Operations
DEPARTMENT:	Financial Operations	CLASSIFICATION:	Classified Management
FLSA:	Exempt	SALARY:	Grade 026
ISSUED:	April 28, 2009		

BASIC FUNCTION:

Manage the pupil accounting, mandated costs and grants functions of the district; maximize revenue generation to the district through mandated cost reimbursements and facilitation of the grant process consistent with district's goals; assist in the coordination of Title I financial/budget activities with the DAC and DELAC; 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

Manage the compilation and maintenance of pupil attendance accounting data for all regular and special programs throughout the district. **E**

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

Oversee the preparation of annual reimbursement claims for government mandates, the collection of district wide data and the maintenance of a variety of financial statements, claim files, and other statistical records. **E**

Draft guidelines and parameters describing scope of reimbursable activities. **E**

Analyze and maintain knowledge of current and proposed state and federal legislation to obtain funding that supports district initiatives; develop the district's financial position on how the legislation will affect the income of the district; contact appropriate district staff to discuss impact of the bill; prepare and process waivers of current legislation to enable district to maximize the funds available. **E**

Testify before state legislative committees as required. **E**

Collaborate with various divisions, planning committees, principals, governance teams, and others for development of grant funded project objectives, budgeting, staffing, implementation, and evaluation; oversee audit requests for financial data as necessary. **E**

Develop and implement a grant tracking model. **E**

Maintain communication with District Advisory groups (DAC, DELAC) through attendance at monthly meetings. **E**

Assist in the preparation of annual Title I Ranking and Funding Report for board approval to distribute Title I funds to schools centrally funded programs. E

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

Oversee 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

Supervise, train and direct assigned staff members and participate in the interview, selection and training process for new employees. E

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

A 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 and five years of progressively responsible, directly related experience. A master's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Applicable laws, codes, regulations, policies, and procedures.
- State legislative mandates and processes.
- ADA principles and impact on school district funding.
- Advanced accounting principles, systems, and procedures
- Principles and practices of effective supervision.
- Presentation, communication, and public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

ABILITY TO:

- Provide leadership and direction in assigned functions.
- Interpret complex legislative analysis and mandates procedures.
- Validate advanced financial analysis, accounting principles, and systems and procedures.
- Prepare and maintain records, reports, forms, and files.
- Communicate effectively orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Accurately prepare complex financial statements and statistical documents.
- Exercise sound judgment in preparing analyses.
- Perceive organizational implications of recommendations and conclusions.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Train, supervise and evaluate the performance of assigned personnel.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting 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 1654

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