

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Administrator, Business Operations	<b>REPORTS TO:</b>	Director, Payroll/Benefits
<b>DEPARTMENT:</b>	Payroll/Benefits	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024 AASD
<b>REVISED:</b>	August 19, 2015		

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**BASIC FUNCTION:**

Direct assigned daily operations and functions of the Director of Payroll/Benefits; collaborate with district executive managers and directors to coordinate efforts; monitor work flow, especially with regard to Board of Education agenda items for the Director of Payroll/Benefits.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhausted list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)**

*E* = Essential Functions

Serve as primary district contact for operational issues in the areas of communication, record management, personnel, budget, and workflow monitoring (especially with regard to Board of Education agenda items). *E*

Communicate with district executive directors to assign tasks within each division; coordinate with executive directors, directors, and program managers to assess progress in achieving assigned tasks and goals, help establish work priorities, and assure that task deadlines are established and honored. *E*

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

Independently identify resources within and outside of the district needed to accomplish specific tasks. *E*

Serve as the representative of the Director of Payroll/Benefits on assigned work groups, committees, and task forces. *E*

Provide technical expertise, information, and assistance to the Director of Payroll/Benefits. *E*

Implement policies and procedures necessary to ensure all divisions within the district are in compliance. *E*

Write board reports, concept papers, sensitive correspondence, and other communications. *E*

Direct the preparation and maintenance of a variety of narrative and statistical reports. *E*

Oversee major special projects as directed by the Director of Payroll/Benefits. *E*

Work with other district representatives on special project work groups relating to district-wide initiatives and plans, such as budget and reorganization. *E*

Maintain liaison with community agencies, institutions of higher education, and funding entities. *E*

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of education, experience, and/or training equivalent to a degree in business management, education, management information systems, or related field and five years of relevant experience.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- District programs, functions, and reform initiatives.
- Board item preparation and processing.
- Principles and techniques of budget preparation and control.
- Presentation, communication, and facilitation of techniques to promote collaboration.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.
- Interpersonal skills using tact and diplomacy.
- District organization and familiarity with all programs and services of the Director of Payroll/Benefits.
- Report writing techniques.
- Operation of a computer and other office equipment.
- Computer software including Word, Power Point, Excel, Windows, and desktop publishing.
- Instructional and/or business practices, trends, district objectives, state and federal grants, and other programs.
- Applicable sections of State Education Code and district policies and regulations.
- State and federal education programs, compliance regulations, and legislation.

**ABILITY TO:**

- Design and implement sound procedures relating to the operations of the Director of Payroll/Benefits.
- Write complex board reports.
- Prepare complex correspondences to the Superintendent and Board of Education on behalf of the Director of Payroll/Benefits.
- Analyze situations, adopt an effective course of action, and assume responsibility for actions.
- Work independently with little direction.
- Perform sensitive tasks and control confidential information.
- Independently perform highly complex research and special assignments.
- Interpret, apply, write, design, and explain district policies, procedures, rules, and regulations.
- Perform a wide variety of specialized duties.
- Maintain confidentiality concerning sensitive issues.
- Plan, organize, and manage work.

Communicate effectively verbally and in writing.

Establish and maintain cooperative and effective working relationships with all levels of district staff, outside agencies, and the public.

Prepare presentations, provide training, and utilize facilitation skills.

Direct the maintenance of statistical records and preparation of comprehensive, highly complex reports.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment.

**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: 5.11.10

Job Code 1664

JB