

Tulare County Office of Education
JOB DESCRIPTION

Job title: *Assistant Superinten*

- Plans and directs accounting and budgetary operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; administration of internal and external payroll processing and support functions; the direction of financial record-keeping, reporting and auditing functions for the purpose of ensuring the accurate and timely accounting and reporting of funds and budgets.
- Plans/Organizes/Controls/Directs county office-wide Business services operations and activities including accounting, budget, external payroll, information technology, school district support, purchasing, custodial,

provide consultation and technical expertise concerning Business Services operations and activities;
interpret, apply and explain rules, regulations, policies and procedures;
establish and maintain cooperative and effective working relationships with others;
analyze situations accurately and adopt an effective course of action;
meet schedules and time lines;
work independently with little direction;
plan and organize work;
prepare comprehensive narrative, financial and statistical reports;
interpret and apply provisions of state Education Code and various regulatory agencies.

Responsibilities include: working independently under broad organizational policies to achieve organizational objectives; managing major organizational components; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the services. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ☑ Job-related experience within specialized field with increasing levels of responsibility is required.
- ☑ A combination of five years of responsible professional administrative, finance or business level experience.
- ☑ Experience as a superintendent, assistant superintendent, or the equivalent preferred.

Education Required:

- ☑ Master's degree with course work in education administration.

Certificates, License