

Code: 7315

Title: CHIEF DEPUTY SUPERINTENDENT OF SCHOOLS-UNCLASSIFIED

SUMMARY: Manages the accounting and budget operations, all financial and auditing functions involving the public school district budget and assists in the administration of the Office of the Pima County Superintendent of Schools. This is appointed, unclassified and exempt from the Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Manages, directs and administers all accounting and auditing functions of the department;

Directs the monitoring of expenditures, budget analysis, budget control and preparation of financial statements for public school districts within Pima County;

Prepares and supervises the preparation of financial and statistical reports for governmental and other agencies;

Trains, supervises and evaluates support staff;

Assists school district personnel with expenditure budget preparation and insures legal constraints are followed;

Prepares school district personnel with expenditure budget preparation and insures legal constraints are followed;

Prepares school district revenue budgets and school district tax review;

Prepares and administers school employee retirement budget and assists in the preparation and administration of the school reserve fund budget;

Advises representatives of local school districts and boards on fiscal matters including the investment of funds;

Serves as a liaison between the State Department of Education and school districts for fiscal matters;

Assists in the design and implementation of data processing systems;

Answers inquiries concerning school laws, budgets, school financing, tax rates and related subjects;

Represents the Superintendent of Schools in meeting and conferences and functions as office manager in absence of director.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of financial management, accounting systems and controls;
- principles and practices of office management and supervision;
- rules, regulations and laws governing public school accounting and financial procedures;
- electronic data processing as applicable to financial operations and record keeping.

Skill in:

- managing the operations of an office;
- communicating effectively, both orally and in writing;
- analyzing fiscal problems and presenting solutions;
- assigning, evaluating and supervising the work of others;
- designing and installing complex accounting systems.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business or public administration, accounting, finance or a closely related field as defined by the appointing authority and five years of fiscal administrative experience, including one year of experience in public education administration.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

03/01/78

Updated 05/05/09(kf)