

DIRECTOR OF PLANNING AND FINANCIAL MANAGEMENT

OVERALL JOB PURPOSE STATEMENT

Under the general direction of the Associate Superintendent/ Business, the Director of Planning and Financial Management, plans, organizes, directs, and controls the District's internal auditing program and the District's planning program including Mello-Roos bond and tax collection for facility project funding; conducts examinations of the District's fiscal and operational records, processes, systems, procedures, and internal controls including compliance reviews of Federal, State, local and private grants and special, categorically funded programs; performs economy and efficiency audits and special analyses; prepares written audit reports and recommends appropriate improvements to financial systems and to operational processes.

DISTINGUISHING CHARACTERISTICS

The Director of Planning and Financial Management is a single-position management classification responsible for planning, directing, and supervising programs to conduct ongoing facilities and program planning, to maintain capital financing, and to ensure internal auditing of financial and operational programs. To accomplish program objectives, this classification identifies and develops data sources for projecting future trends; designs, implements, and monitors data collection and program auditing systems and activities; and develops and prepares reports and recommendations for District action.

ESSENTIAL FUNCTIONS

- Plans, directs and administers the District's Mello-Roos bond program for the purpose of monitoring monthly auctions, analyzing debt service payments, and coordinating with counterparty, credit agencies, and other financial consultants, and for accounting for the use of bond proceeds.
- Administers the District's nine Community Facilities Districts (CFD) for the purpose of ensuring that appropriate taxes are levied and collected, coordinating completion of all compliance reports, and processing annexations when appropriate.
- Directs the activities of the District's developer fee program for the purpose of ensuring timely and accurate collections, appropriate accounting of collections and expenditures, and preparation and submission of all compliance and needs reports.
- Represents the District to the Office of Public School Construction, the State Department of Education, the County Office of Education and other agencies for the purpose of presenting, garnering support for and gaining funding and approval for facilities projects.
- Reviews mitigation and developer agreements for the purpose of determining appropriate rates, methods, and amounts of special taxes and fees.
- Coordinates activities and projects with the staffs of county and city governments and with developers to determine the impact of development on the District's plans for school facilities and for gaining necessary financial agreements from developers to secure the District's interests.

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- Coordinate information sharing and decision-making processes with elementary districts for the purpose of resolving issues of the impact of projects and proposed developments and for developing a coordinated response on planning issues affecting all districts.
- Develops and coordinates studies and projections of District enrollment to ensure accurate information on which to base plans for future use and maintenance of all facilities.
- Directs and coordinates District student attendance accounting activities to ensure accurate and timely attendance reporting to support the general fund revenue.
- Plans, directs, organizes, and control's the District's internal audit program.
- Establishes policies and standards for auditing activities.
- Conducts internal audits.
- Develops and maintains audit procedures manuals.
- Directs the examination of, and examines, financial records, procedures, operational accounting systems, and organizational units for the purpose of determining compliance applicable standards, government laws and regulations, requirements of funding agencies, contractual obligations and District policies.
- Develops and implements a comprehensive audit program for the purpose of evaluating management controls over all financial activities, including examining and reporting on the effectiveness of management in meeting goals, safeguarding assets, and ensuring compliance with established policies and procedures.
- Prepares written reports of findings and recommended improvements.
- Conducts special audits and studies as directed for the purpose of ensuring compliance, developing improvements to financial and other management systems.
- Provides technical assistance to management, faculty, and staff for the purpose of improving systems of accountability and control and determining compliance with recommendations of auditors.
- Establishes and maintains processes to monitor management's compliance and adherence with recommended changes.
- Conducts selection interviews and training for the purpose of replacing staff at turnover and developing new hires.
- Conducts performance evaluations of immediate staff for the purpose of adhering to performance evaluation schedules, developing staff and maintaining work standards.

OTHER JOB FUNCTIONS

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Performs other related duties as assigned to ensure the efficiency and effectiveness of the work unit.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS

Skills, Knowledge and/or Abilities Required

SKILLS are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: directing the preparation and maintenance of accurate records and complex information systems; operating standard office equipment; using pertinent software applications; applying techniques of data gathering and analysis, trend projections and auditing methods; applying principles of supervision and management.

KNOWLEDGE is required to perform advanced math; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: Legal provisions for residential project approvals including EIR'S and mitigation; Facility financing methods, procedures and requirements; State codes and regulations and district policies; Uniform building codes; Methods and terminology used in contracting, real estate transactions, insurance and accounting; Methods, procedures and techniques of financial and program auditing and evaluating efficiency and effectiveness of management controls and compliance with program requirements.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; analyzing laws and regulations; using pertinent software applications. Establishing and maintaining processes to monitor, control, and ensure compliance with changes.

RESPONSIBILITY

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; and supervising the use of funds for multiple departments. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to significantly impact the Organization's services.

WORKING ENVIRONMENT

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The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

EDUCATION AND EXPERIENCE

A combination of job related experience and training equivalent to a Bachelor's degree in business, public or educational administration or related field and at least two years of professional-level experience beyond the Bachelor's degree level in State school construction funding programs, school business management, city or county planning related to schools, and/or financial management experience that includes auditing and analysis of financial management systems and program operations.

REQUIRED TESTING

Pre-employment proficiency test.

CERTIFICATES

Valid California Class C Driver's License & Evidence of Insurability

CLEARANCES

Criminal Justice Fingerprint/Background Clearance Tuberculosis Clearance

CONTINUING EDUCATION/TRAINING

Ongoing as appropriate to maintain currency in school financial planning, auditing, and development.

FLSA STATUS

Exempt

SALARY RANGE

Management