



Excellence and Equity in Education

An Invitation to Apply for the Position of
**ADMINISTRATOR, DISTRICT
BUSINESS SERVICES**

SAN MATEO COUNTY OFFICE OF EDUCATION
An Equal Opportunity Employer

**SMCOE Mission: Inspiring Students ♦ Investing
in Teachers ♦ Invigorating Leaders ♦ Involving
Communities**

Located in beautiful Redwood City, the San Mateo County Office of Education (SMCOE) is dedicated to supporting the county's 23 school districts in their efforts to provide the more than 94,000 students in the county with an excellent educational experience.

SMCOE provides a wide range of instructional programs, including Special Education, programs for youth at risk, and instruction in juvenile detention facilities. SMCOE is responsible for approving and monitoring school districts' financial reports and Local Control and Accountability Plans, and offers differentiated assistance and other supports to qualifying districts. SMCOE provides instructional support to local educational agencies in curriculum and instruction, assessment, instructional technology, and preschool and child care quality improvement. It also provides teacher recruitment, induction, administrator credentialing, and teacher and administrator retention support and programs.

**SAN MATEO COUNTY
BOARD OF EDUCATION**

**Susan Alvaro, Trustee Area One
Beverly Gerard, Trustee Area Two
Hector Camacho, Jr., President, Trustee Area Three
Rod Hsiao, Trustee Area Four
Jim Cannon, Trustee Area Five
Ted Lempert, Vice President, Trustee Area Six
Joe Ross, Trustee Area Seven**

**SAN MATEO COUNTY
SUPERINTENDENT OF SCHOOLS**

Nancy Magee

Kathleen Spencer and Suzanne Speck, Search Advisors
School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ★ Fax (916) 446-2011
Email: kellys@sscal.com



THE POSITION

The San Mateo County Office of Education is seeking an outstanding Administrator, District Business Services, who is a strong leader committed to the further attainment of excellence in our schools.

Under the direction of the Deputy Superintendent, Business Services Division, the Administrator, District Business Services will plan, organize, control, and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate distribution of financial, payroll, and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, state, and federal reporting guidelines; and supervise and evaluate the performance of assigned personnel.

ABOUT THE DEPARTMENT

The Business Services Division provides a wide range of business services that are either required by law or that have been developed to assist districts with fiscal management. The Division deals with more than \$500 million of school expenditures annually, acting as an intermediary between state, federal, and local agencies. Staff monitor and review accounting, budgeting, and payroll functions in the local districts in order to maximize revenues and ensure accuracy and fiscal compliance.

DUTIES AND RESPONSIBILITIES

The successful candidate for this position will possess knowledge, attributes, and abilities as follows:

- Plan, organize, control, and direct the allocation of departmental resources to assure fiscal compliance of County Office school districts; coordinate distribution of financial, payroll, and fiscal information to school districts assuring timely and accurate financial data is submitted to the appropriate governmental organization in accordance with local, state, and federal reporting guidelines
- Establish directional focus for the district Fiscal Support and Payroll Audit units and assigned Coordinators; coordinate resources with timelines and projects; review annual timeline calendars; and meet with the Director, District Business Services, Payroll Manager, districts, and other accounting personnel to review availability of resources within each unit, technical expertise, methods of distribution of information and data, and other matters as needed
- Provide resources, information, and data to school districts as

requested; contact state agencies, local agencies, or other external resources to provide the information necessary to the school district or charter school in a timely manner

- Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination, and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements
- Provide technical expertise to internal departments, school districts, charter schools, county offices of education, the California Department of Education, FCMAT regional teams, and others; analyze ledger postings, completion of the Local Control Funding Formula projection, completion of financial spreadsheets, and other documents; provide assistance in the completion of district financial activity as needed
- Coordinate, conduct, and attend workshops/training sessions and various meetings; compile materials, determine effective methods of distributing information, and collaborate with staff and secretarial support to provide handouts and related information
- Distribute calculations of in-lieu property taxes for charter school funding for budget development, annual cash flow projections, and other financial data
- Coordinate and direct the resolution of issues related to CalPERS/CalSTRS retirement reporting and quarterly/annual payroll tax reporting between agencies and the Payroll Manager, districts, and Director, District Business Services
- Maintain current knowledge of trends, practices, and local, state, and federal programs, laws, codes, regulations, and pending legislation related to assigned activities; direct the modification of functions, policies, and procedures to meet local, state, and federal requirements as appropriate; provide leadership and direction in developing new and innovative services
- Direct the preparation and maintenance of a variety of records, reports, and files related to personnel, development, budgets, district financial records, fiscal accountability, and other assigned activities

- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work

QUALIFICATIONS

The successful candidate will have:

- Any combination of education and experience equivalent to a master's degree in business administration, public administration, or a related field
- Five years of business services or school business accounting experience including two years in a supervisory capacity
- Valid California driver's license

SALARY

The salary range is \$125,436 to \$156,876. The work year shall be 230 days, with 40 hours executive leave, 2 personal business days, a floating holiday, 15 vacation days, and 10.75 sick days. In addition to the salary, a fringe benefit package is offered along with a monthly cell phone stipend. This position has been designated as a senior management position.

APPLICATION PROCEDURE

To open a file and be initially considered, an applicant must provide:

- A letter of interest and résumé
- A one-page application form available at www.sscal.com

Extensive references, including comprehensive background and credit checks, will be required of all finalists.

All materials will be treated confidentially.

TENTATIVE SELECTION TIMELINE

Application deadline 4/15/19
Paper screening completed 4/17/19
Planned candidate interviews ... 4/23/19
Planned final interviews 5/3/19
Appointment by Board TBD

Note: Dates shown above are for planning purposes, but are subject to change. Check School Services of California, Inc.'s, (SSC) website for current dates.

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **April 15, 2019**. Please forward application materials and requests for information to:

Kathleen Spencer and Suzanne Speck
Search Advisors
**San Mateo County Office
of Education**
c/o School Services of California, Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
(916) 446-7517 ★ Fax (916) 446-2011
Email: kellys@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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DISTRICT NAME: _____ **APPLICATION FORM**

Application for the Position of: _____

Please complete this form in its entirety. It will be used to process your application for this position. We ask that you return it as part of your completed packet, including a formal letter of application and resume.

Name:	Date:	Email:
Address:	Home Telephone: ()	
City, State, Zip:	Cellular Telephone: ()	
Type of current organization/district (K-6, K-12, etc.):	Office: ()	
Annual Budget:	At what number do you prefer us to contact you? _____	

Record of Professional Education

Institution/Campus:	Major:	Degree:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Record of Certifications/Credentials

Record of Professional Experience (List Most Recent Experience First)

Title:	Dates of Employment:	District/Agency:	Enrollment:
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____
_____	to _____	_____	_____

I understand that the finalists for this position will undergo extensive reference, background, and credit checks. By signing or submitting electronically (without a signature), I also hereby certify that all statements made in this application are true:

_____ I heard about this position through: _____
(Signature)

Please return this form to:
 Search Advisors ▪ c/o School Services of California, Inc. ▪ 1121 L Street, Suite 1060
 ▪ Sacramento, California ▪ 95814 ▪ (916) 446-7517 ▪ Fax: (916) 446-2011
 ▪ Email: kellys@sscal.com