



Monterey County Office of Education is Seeking an

Associate Superintendent, Finance and Business Services

The Monterey County Office of Education (MCOE) provides the leadership, support, and service excellence needed to prepare the diverse students of Monterey County for success in each step of their educational journey. Every student will be provided an enriched educational experience that prepares them for success as productive and contributing members of a global society.

Established more than 150 years ago by California's Constitution, MCOE provides vital resources to support the county's twenty-four school districts, two community colleges, four joint powers agencies, and a state university. Together, we work to give all of Monterey County's students, from preschool through postsecondary, the tools they need to succeed in life.

MCOE provides teacher, administrator, and instructional support services to improve teaching and learning in the classroom and increase achievement for all students. Monterey County is a region of great demographic, economic, and cultural diversity. These forces create communities with unique needs. By looking at critical issues and sharing resources, the dedicated professionals of MCOE work to address these needs.

MONTEREY COUNTY OFFICE OF EDUCATION BOARD OF TRUSTEES

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- John McPherson, Trustee Area 2
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Dr. Deneen Guss, County Superintendent

MONTEREY COUNTY OFFICE OF EDUCATION

An Equal Opportunity Employer



QUALIFICATIONS

The successful candidate will have:

- Five (5) years of comprehensive professional administrative experience in school business areas, including at least three (3) years of managerial experience
- A master's degree from an accredited college or university, with a major in public or business administration or a related field

SALARY

The salary range for this position is up to **\$180,209** (annualized based on daily rate and 223 days). In addition to the salary, an attractive benefits package, car allowance, and cell phone allowance are offered.

TENTATIVE SELECTION TIMELINE

Application deadline	3/9/20
Paper screening completed	3/10/20
Planned candidate interviews.....	3/18/20
Planned final interviews.....	3/20/20
Appointment by Superintendent.....	TBD

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

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/lea-job-opportunities

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

THE POSITION

Under the direction of the Deputy Superintendent, the Associate Superintendent, Finance and Business Services is responsible for planning, organizing, and directing the operation of the Finance and Business Services Division operations and activities including internal MCOE and school district accounting, fiscal oversight, financial reporting, budgeting, payroll, and purchasing functions; coordinating and directing personnel, resources, communications, and information to assure smooth and efficient activities and meet MCOE and school districts' needs. This position supervises classified managers and staff.

ABOUT THE COUNTY OFFICE

MCOE has twenty-four school districts serving K-6, K-8, K-12, 7-12, and 9-12; three charter schools; and two community college districts.

MCOE ensures that all Monterey County school districts are fiscally responsible, providing financial oversight, accounting, and payroll services, and other tools to ensure financial stability. It is a single source for an array of business, technology, professional development, credentialing, education, teacher recruitment, and support services.

MCOE has a County School Service Fund expenditure budget of more than \$108 million.

DUTIES AND RESPONSIBILITIES

The Associate Superintendent, Finance and Business Services, provides leadership and direction in the following areas:

- Plan, organize, control, and direct the business operations of MCOE
- Develop and implement budget guidelines, procedures, and

timelines; analyze and review budgetary and financial data

- Develop intermediate and long-range income and expenditure projections
- Direct the process for the review and approval of all district budgets and reports required by law
- Maintain and update the MCOE Board Policies and Administrative Regulations related to finance, business operations, and general services
- Provide technical expertise, information, and assistance to the Board, Superintendent, and Deputy Superintendent regarding assigned functions
- Provide the Board, Superintendent, and Deputy Superintendent with information and data to support recommendations and decisions, and inform them of matters related to long-range planning and necessary policy changes
- Assist the Superintendent, Deputy Superintendent, and Chief Human Resources Officer with financial information related to negotiations
- Direct risk management operations to protect assets and minimize loss expenses
- Monitor and evaluate assigned programs, conditions, and trends in claims against the organization to identify exposures to risk
- Provide technical information and advice concerning legal matters
- Review grant funding applications for legal and fiscal compliance

- Provide assistance and information to the County Committee on School District Organization
- Attend Board meetings and participate in deliberations on various matters related to business, finance, negotiations, and legal issues
- Communicate with other administrators, personnel, and outside organizations and agencies to coordinate activities and programs, resolve issues and conflicts, and exchange information
- Comply with MCOE Board Policies, Superintendent Policies, and Administrative Regulations
- Develop and prepare the annual preliminary budget for the Finance and Business Services Division
- Supervise and evaluate the performance of assigned staff
- Attend and conduct a variety of meetings and serve on various committees as assigned
- Maintain current knowledge of laws and pending legislation to assure compliance
- Maintain awareness of and ensure compliance with relevant state and federal laws

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **March 9, 2020**. Please forward application materials and requests for information to:

Debbie Fry 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: cathyw@sscal.com

Candidate Number: <i>(For Office Use Only)</i>
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Agency 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 résumé.

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: cathyw@sscal.com