

Lake County Office of Education

Is Seeking an

Assistant Superintendent, Fiscal Services



LAKE COUNTY
OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

The Lake County Office of Education (LCOE) is located in beautiful Northern California. Lake County surrounds Clear Lake, the largest, natural, freshwater lake in California. Day trips can be made to Napa Valley, San Francisco, Tahoe, and the rugged California north coast. Known for terrific fishing and water sports on its many bodies of water, Lake County is also known for its outdoor recreation, stunning beauty, clean air, wine industry, and small-town atmosphere. It is a wonderful place to raise active children, and a great place to become part of a tight-knit community. LCOE serves approximately 9,850 students and collaborates closely with its six local school districts to build capacity that allows Lake County students to thrive.

For more information about LCOE, please visit:

- ◆ lakecoe.org
- ◆ The Lake County Office of Education Facebook page

For more information about Lake County, please visit:

- ◆ lakecounty.com
- ◆ lakecochamber.com
- ◆ lakecountywinegrape.org

LAKE COUNTY OFFICE OF EDUCATION Board of Education

Dr. David Browning, President
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Denise Loustalot, Member

Brock Falkenberg,
Superintendent of Schools



Lake County Office of Education
An Equal Opportunity Employer

QUALIFICATIONS

The successful candidate will have any combination of formal education and training equivalent to:

- Bachelor's degree in Business, Public Administration, Accounting, or related field
- Five years' related administrative and management experience in accounting or a business area, including at least three years of school business-related supervisory experience
- Possession of valid Certified School Business Official Certificate issued by the California Association of School Business Officials (CASBO) is preferred

SALARY

The salary range for this Senior Management position is \$134,576 to \$151,488. In addition to this salary, a cell phone stipend and benefits package is also offered.

APPLICATION PROCEDURE

To be initially considered, an applicant must provide the following to School Services of California Inc. (SSC):

- Letter of interest and résumé
- One-page application form available at www.sscal.com/lea-career-opportunities

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 **12/7/20**
Paper screening completed **12/8/20**
Planned candidate interviews **12/11/20**
Planned final interviews **12/16/20**

Note: The dates shown above are for planning purposes but can be subject to change. Check SSC's website for current dates.

THE POSITION

Under administrative direction of the Superintendent, the Senior Management position of Assistant Superintendent, Fiscal Services plans, organizes, coordinates, and controls the programs, projects, activities, services, and operations of the Fiscal Services Division; trains, supervises and evaluates the performance of assigned staff; provides advisory services and technical assistance directly to district personnel relating to a wide variety of school Fiscal functions; performs financial monitoring to assure compliance with legal requirements; monitors and controls the department's annual budget; directs and participates in the formulation and implementation of departmental policies, procedures, and projects; and communicates with administrators and school district personnel to coordinate department activities and programs.

ABOUT THE COUNTY OFFICE OF EDUCATION

LCOE provides a variety of Early Childhood Education (ECE), TK-12, and Adult programs and partnerships in serving the communities of Kelseyville, Lower Lake, Lakeport, Lucerne, Middletown, and Upper Lake. LCOE serves over 300 students in State-licensed preschool, provides a kindergarten-readiness program, offers TK-12 afterschool programs, college and career readiness partnerships, and AmeriCorps tutoring and behavior intervention, among others. Additionally, LCOE offers adult Career Technical Education Certified Nursing Assistant, Medical Assistant, and Home Health Aide programs.

LCOE has a General Fund operating budget of approximately \$13,633,460.

DUTIES AND RESPONSIBILITIES

Under the direction of the Superintendent, the Assistant Superintendent, Fiscal Services provides leadership and direction in the following areas:

- Responsible for hiring and supervision of all staff in the Fiscal Services Division including those charged with employee benefits, health & welfare and disability benefits
- Hire, train, prioritize and assign work, and supervise assigned department staff; recommend promotions, transfers, reassignments, terminations, and disciplinary actions; and assure compliance with personnel policies
- Provide advisory services and technical expertise, information, and assistance to LCOE management and school districts regarding budgets, legislation, financial activities, payroll, contract law, and computer systems and applications
- Assist local school districts in implementing fiscal policies and procedures
- Review budgets and audits of all school districts to ensure compliance with AB 1200 and report any findings of concern to the County Superintendent
- Perform financial monitoring to assure compliance with legal requirements; monitor and review school district expenditures, financial reports, and payroll; assure reports and practices comply with applicable laws

- Assist and support local district fiscal staff
- Advise Superintendents, school boards, and others of unusual trends or issues and recommend appropriate courses of action
- Oversight of SELPA budgets and compliance
- Oversight of planning, coordinating, organizing, and controlling facility development, construction, and accounting functions with the Office of Public School Construction
- Perform other related duties as assigned

CONTACT

SSC will conduct the search and recruit qualified candidates. Application materials must be received by SSC no later than **December 7, 2020**. Please forward application materials and requests for information to:

Danyel Conolley and Suzanne Speck
Search Advisors

Lake County Office of Education
c/o School Services of California Inc.
1121 L Street, Suite 1060
Sacramento, CA 95814
Phone: (916) 446-7517
Fax: (916) 446-2011
Email: joannad@sscal.com



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Candidate Number:

(For Office Use Only)

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: joannad@sscal.com