

**MARIN COUNTY OFFICE OF EDUCATION**  
**CLASSIFIED POSITION DESCRIPTION**  
**SENIOR DIRECTOR OF BUSINESS SERVICES**

DEFINITION

Under the direction of the Assistant Superintendent, Business Services, supervises the Marin County Office of Education fiscal services division, including both the internal and external departments. In this capacity, the Senior Director may supervise one or more of the Directors assigned to the internal or external departments.

DUTIES AND RESPONSIBILITIES

The span of control may encompass some or all of the following:

1. providing supervision to the Director of internal business and the staff in this department;
2. providing supervision to each of the Directors of external business services and their staff;
3. providing business support to the districts for which the county performs business services;
4. attending/ presenting the governing board meetings for the districts for which the county performs business services;
5. supervising the AB 1200 process;
6. providing business support to the Marin Special Education Local Plan Area (SELPA);
7. making decisions about workload assignments in the internal and external units;
8. representing the business office at the Marin County Office of Education governing board meetings;
9. coordinating the annual audit for all districts for which the county performs business services;
10. conducting monthly meetings with the information services department to ensure the business department and all of the districts receive adequate support in the processing of financial transactions.

MINIMUM QUALIFICATIONS

- Education: Bachelor's degree in accounting, public administration, or business administration including courses in government and computer applications.
- Experience: Five years of increasingly responsible experience as an accountant or auditor, including at least three years in supervisory accounting work, preferably at a County Office of Education or school district
- Knowledge of: Accounting and auditing principles and practices; budgeting procedures and fund accounting; human relations in management techniques; applicable provisions of the State Education Code; taxation and assessments as they affect school district operations; computer accounting.
- Ability to: Perform and supervise complex accounting and auditing work; determine computer application feasibility, systems analysis and program budgeting; interpret laws and regulations and apply them in practical situations, draw up budgets; work under pressure; prepare comprehensive reports; work harmoniously and effectively with others; train and supervise district and County Office business personnel