

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Director, Budget Services	CLASSIFICATION:	Management, Classified
SERIES:	Director III	FLSA:	Exempt
JOB CLASS CODE:	4912	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 19 Salary Schedule A
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	10-24-24, 08-21-00
		CABINET APPROVAL:	9-20-24
		HR APPROVAL:	9-19-2024

BASIC FUNCTION:

Plan, organize, and direct the development of the district budget; develop and implement budgetary control procedures; and provide budgetary information to the Superintendent, Board of Education, and others as required.

REPRESENTATIVE DUTIES:

Prepare preliminary, tentative, and final adopted budgets annually. Prepare and present budgetary information to the Superintendent, Board of Education, and other groups as required. **E**

Maintain close contact with district staff, the Budget Committee, community organizations, and employee organizations in budget development activities and changes in the budget; make available and disseminate relevant program and expenditure data and information to such groups and organizations. **E**

Conduct financial analysis, and provide financial data as required for district negotiations. **E**

Insure accurate calculation of all non-categorical revenues for the district. **E**

Verify all departmental budgets submitted; monitor all district budgets to insure compliance with district policy, the Education Code, and county, state, and federal regulations. **E**

Develop management reports that clearly show program progress and problems for policy guidance and administrative control. **E**

Develop computational data for required governmental reports showing total district resources and expenditures. **E**

Analyze and define all district program and subprogram activities in order to develop budgetary information about the program. **E**

Direct staff on all budgetary matters and other day-to-day activities. **E**

Serve as a control point for position control purposes. **E**

Assist in the development of Administrative Services operational procedures, rules, and regulations. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree with a major in public administration, business administration, or a related field, and five years increasingly responsible supervisory experience in budget preparation with a preference in a public school district.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, and provide personal automobile.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- Planning, organization, and direction of budget development in a public school district.
- Budget preparation and control.
- Oral and written communication skills.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

ABILITY TO:

- Plan, organize, control, and direct the functions of budget preparation.
- Provide technical information and assistance to others concerning budget preparation.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Meet schedules and timelines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Office environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to monitor various activities, and to read various documents; sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at the waist to retrieve and store files.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

HEALTH BENEFITS: District pays a portion of the employee's health benefits with District-offered plans

(Former Classification: Director, Budget Services)