

CLASS TITLE: Director of Budget

DEFINITION: Under the direction of the Chief Business Officer plan, organize, and direct the development of the district budget; develop and implement budgetary control procedures; and prepare financial and budget reports required by the State, administration, federal agencies and the Board of Education, and others as required.

EXAMPLES OF DUTIES:

- Prepare preliminary, tentative and final adopted budgets annually. Prepare and present budgetary information as required.
- Provide technical expertise, information and assistance to the Chief Business Officer regarding District budgets, accounting and related programs; assist in the formulation and development of policies, procedures and programs to assure an economical, safe and efficient work environment; advise the Chief Business Officer of unusual trends or problems and recommend appropriate corrective action.
- 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.
- Conduct financial analysis and provide financial data as required for district negotiations.
- Ensure accurate calculation of all non-categorical revenues for the District.
- Verify all departmental budgets submitted; monitor all district budgets to ensure compliance with District policy, the Education Code, and county, state and federal regulations.
- Develop management reports that clearly show program progress and problems for policy guidance and administrative control.
- Develop computational data for required governmental reports showing total district resources and expenditures.
- Analyze and define all district program and subprogram activities in order to develop budgetary information about the program.
- Coordinate year-end closing activities and participates in the audit of the official financial records of the District.
- Direct staff on all budgetary matters and other day-to-day activities.
- Serve as a control point for position control purposes.
- Assist in the development of Business Services operational procedures, rules and regulations.
- Train and supervise the performance of budget fiscal personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.
- Lead and work with school improvement initiatives that close student achievement gaps between racial, ethnic and economic groups by working with all of the diverse communities.

- Communicate with other administrators, personnel, outside organizations and the community to coordinate activities and programs, resolve issues and conflicts and exchange information; consult with other departments to enhance budget control and forecasting capabilities; serve as a liaison to the Budget Advisory Committee.
- Provide a positive climate of interaction and communication between school staffs, families and the community.
- Perform related duties as assigned.

DESIRABLE QUALIFICATIONS:

Training and Experience: Any combination equivalent to: bachelor's degree with a major in business, economics, accounting, finance, business administration, or a related field, and/or five years increasingly responsible supervisory experience in the administration of budgets or accounting, budget preparation with a preference in a public school district.

Knowledge of:

- Planning, organization and implementation of District-wide budgets
- Budget administration, preparation and control
- Financial analysis and projection techniques
- Generally accepted accounting and auditing principles, practices and procedures
- Accounting and budget functions of a school district
- Financial and statistical record-keeping techniques
- Principles and practices of administration, management, supervision and training
- Principles and practices of management.
- Applicable laws, codes, regulations, policies, and procedures related to public school district budget preparation.

Skill in:

- Planning, organization and direction of budget development in a public school district.
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication.

Ability to:

- Plan, organize, control and direct the functions of the District-wide budget, program budgets and accounting activities.
- Provide technical information and assistance to others concerning budget preparation.
- Communicate effectively both orally and in writing.
- Prepare financial and budget reports required by the State, administration, federal agencies and the Board of Education
- Analyze financial data and prepare forecasts and recommendations

- Interpret, apply and explain rules, regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer and assigned office equipment
- Analyze situations accurately and adopt an effective course of action
- 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.
- Direct the maintenance of a variety of reports and files related to assigned activities
- Maintain consistent, punctual and regular attendance.
- Hear and speak to exchange information and make presentations

Licenses and Certificates:

- A valid California driver's license

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.

DMA, Salary Range: 18

MT. DIABLO UNIFIED SCHOOL DISTRICT

Approved by Board of Education: