

**San Jose/Evergreen Community College District
Classified Management Job Description**

Position: Assistant Director of Fiscal Services

Department: Administrative Services

College: District Office

Date: May 2010

POSITION PURPOSE

The Assistant Director of Fiscal Services is the management level class responsible for assisting the Director in the day-to-day administering, directing and supervising of assigned Departments. This Fiscal Services classification is distinguished from the next higher classification of Director of Fiscal and Services in that the latter is responsible for overall management of the department.

NATURE and SCOPE

Receives general direction from the Executive Director of Fiscal Services or his/her designee. Exercises direct supervision over professional, technical, and clerical staff.

KEY DUTIES and RESPONSIBILITIES

1. Plan, organize and supervise the activities of professional, technical and clerical staff in the purchasing and payroll administration and reporting.
2. Participate in the development and administration of the department budget.
3. Develop policies, procedures, standards and ordinances to ensure compliance with applicable laws and regulations.
4. Interpret and apply provisions of laws, rules and regulations; interpret and advise staff on applicable laws, regulations, policies and procedures.
5. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
6. Prepare and maintain a variety of records, reports and correspondence.
7. Establish positive working relationships with representatives of community organizations, state/local agencies, staff and the public.

Purchasing

8. Oversee the physical inventory process.
9. Prepare and recommend the annual preliminary budget for assigned areas; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.
10. Establish cost savings opportunities; develop and execute approved plans to achieve cost reductions and improve vendor performance.

11. Develop and maintain relationships with vendors and internal customers for assigned products and services; assists with streamlining processes; provides guidance and service to internal customers while enforcing established policies and procedures.
12. Develop, prepare, evaluate and recommend formal and informal bid specifications and competitive bid packages for various goods and services including public works projects; analyzes in-coming proposals and competitive market data; provide assistance to District administrators in preparing bid specifications and packages for purchases of technical or specialized items or equipment.
13. Prepare contracts and purchase orders for services and supplies; obtain bonds, insurance certificates, warranty certificates and related documentation from vendors as required per quotation/bid or contract terms.
14. Develop methods to measure the effectiveness of assigned contracts; optimizes utilization of Procurement Card Programs.
15. Ensure the District's compliance with guidelines and information that supports the University's supplier diversity initiative and customer service activities.
16. Receive and evaluates formal bids and makes recommendations for the award of contracts to the Director of Fiscal Services for board approval.
17. Make purchasing decisions based on information obtained.
18. Prepare all bidding documents, including notice and instructions to bidders, specifications, and form or proposal.
19. Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.

Payroll

20. Oversee, monitor and audit the maintenance of retirement information, taxes, garnishments, and other payroll transactions; identify discrepancies or errors; make recommendations for corrective actions.
21. Oversee the maintenance of payroll records and reports; coordinate the preparation and maintenance of payroll forms, tax reports and other information mandated by State and Federal regulations.
22. Oversee the preparation of analytical and statistical reports on operations and activities; prepare the Quarterly Tax Return reports, and STRS and PERS reports.
23. Serve as a liaison to District employees regarding payroll related matters; respond to and resolve difficult and sensitive inquiries and complaints.
24. Process, review, and audit time and attendance reporting.
25. Develop and modify systems necessary for the correct processing, paying, and reporting of payroll.
26. Develop cost data and cost reports as necessary for management.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles, methods, procedures and legal requirements of public procurement, storage of goods, automated inventory control and voice communication.
2. Applicable laws, codes, regulations, policies and procedures related to public purchasing and contracting and payroll processing.
3. Budget preparation and control.
4. Principles and practices of administration, supervision and training.
5. Principles and practices of paperless and fully integrated purchasing systems.
6. Inventory maintenance.

Ability to:

1. Communicate effectively orally and in writing.
2. Operate a computer and assigned software including relational databases, Microsoft Office suite of applications and online search tools.
3. Audit and evaluate payroll records and reports.
4. Function in and support a diverse environment in a positive manner.
5. Assure compliance with established guidelines and legal requirements.
6. Develop clear and concise bid specifications, contracts, budget reports, payroll reports and related documents.
7. Supervise and evaluate the performance of assigned staff.
8. Interpret, apply and explain rules, regulations, policies and procedures.
9. Establish and maintain cooperative and effective working relationships with others.
10. Analyze situations accurately and adopt an effective course of action.
11. Meet schedules and time lines.
12. Work independently with little direction.

Education and Experience:

1. BA degree in Finance, Accounting, Business Administration or related field.
2. Two years of increasingly responsible supervisory or higher experience in accounting, purchasing, and/or payroll functions.

3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses and Requirements:

Possession of, or ability to obtain an appropriate valid driver's license.

Working Conditions:

1. Typical office environment.

Date Approved: 05/11/2010.

Salary Range: M-25

EEO-Category: 2B1