Executive Director, Financial Planning & Development
San Diego Unified School District

OVERVIEW:

San Diego Unified School District, the second largest district in California and one of the top largest urban school districts in the United States, is seeking a well-rounded Executive Director of Finance for the District’s budgeting and accounting practices. This position reports directly to the Chief Business Officer.

This opportunity is open to all. Interested candidates must apply online at:

BASIC FUNCTION:

The Executive Director, Financial Planning and Development will plan, organize, control, and direct the functions of the Financial Planning and Development Department, including Budget Development, Payroll, Benefits, Financial Planning, Monitoring and Accountability and oversight of the Controller; serve as the District’s representative for Federal and State programs and compliance; supervise and evaluate the performance of assigned staff.

There is currently one (1) position available:
- Working Location is based out of our Financial Planning and Development Department - 4100 Normal Street, San Diego, CA 92103
- Scheduled for 40 hours per week, 12 months per year
- Qualifies for District Paid health and wellness benefits for employee and dependents

The Executive Director, Financial Planning and Development will be paid on the Non-Represented Managers Salary Schedule. Salary Grade: 44.

The Non-Represented Managers Salary Schedule can be found by clicking here.
EXAMPLES OF DUTIES:

An incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

E = Essential Functions

- Serve as the District’s representative for Federal and State programs and compliance and with any related outside agencies.
- Plan, organize, control, and direct the district-wide system of accountability, budget and financial administration. E
- Formulate, develop and implement policies and procedures for immediate and long-range budget management and planning for the District. E
- Direct and support the financial performance of district-wide programs and initiatives. E
- Direct annual budget formulation and planning; assist in preparation of the annual budget and other statutory County, State, and Federal reporting. E
- Direct the review, analysis, and reporting of departmental/office budgets and expenditures and variances; control approved financial plans and budgets; arrange reprogramming of funds in accordance with approved guidelines and policy. E
- Direct the preparation of annual Federal and State program compliance and reporting, such as Title I Ranking and Funding Report, for board approval and distribution to centrally funded school programs; coordinate presentations to district advisory groups, district leadership, and the Board of Education. E
- Direct the development and submission of the district’s annual Consolidated Application for Federal and State categorical program funds. E
- Consult and develop and maintain communication with district advisory groups. E
- Establish effective and ongoing communication with district administrators, representatives of County, State and Federal agencies and others to obtain budget and funding information related to a variety of District-related programs and services. E
- Provide technical expertise, information and assistance to the Chief Business Officer regarding assigned functions; assist in the formulation and development of policies, procedures, programs and special projects; advise the Chief Business Officer of unusual trends or problems and recommend appropriate corrective action. E
- Plan, organize and implement long and short-term programs and activities to improve assigned programs and services. E
- Represent the Finance Division in collective bargaining. E
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel. E
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information; develop policies and procedures to encourage effective and efficient management controls. E
- Select, train, and evaluate performance of assigned personnel. E
- Perform related duties as assigned.

To view the detailed job description for Executive Director, Financial Planning and Development, please click here.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of training, experience and/or education equivalent to a Master's degree with a major in business administration, finance, accounting, public administration or a related field and seven years of financial administration experience in a large public or private organization. Substantial management experience directing budgeting efforts and planning is required.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

SUPPLEMENTAL INFORMATION:

RECRUITMENT PROCESS
To be eligible for consideration, interested candidates must submit the following documents:

- Online employment application
  - Please complete the online application to include all current and previous work history and education.
- Answer all supplemental questions
  - The supplemental questions should be answered thoroughly, clearly and concisely as the responses provided (along with the entire application package) will be carefully reviewed to determine which candidates will move forward in the recruitment process.
- Attach required documents
  - Letter of Introduction
  - Resume
    - A resume is to be attached, but does NOT substituted for completing work history, education sections, or the supplemental questions of the employment application.
- Additional documents
  - Letters of recommendation (optional)
  - Additional documents, if any, may/should be attached to the online employment application.

Additional Information:

The San Diego Unified School District communicates information regarding the hiring process via email. Please be aware that the District is not responsible for messages blocked by your email service. In an effort to allow our emails through your personal spam filter, you can try to add the domain@sandi.net and domain@governmentjobs.com to your safe senders list.

The San Diego Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, ethnicity, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, immigration status, association with a group with one or more actual or perceived characteristics or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. The Title IX Coordinator’s contact information is lryan@sandi.net, 619.725.8000 or by mail, 4100 Normal Street, San Diego, CA 92103. It is the policy of San Diego Unified School District to maintain a drug-free workplace. If needed, individuals protected by the Americans with Disabilities Act (ADA) may request accommodation.