

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: PROGRAM ADMINISTRATOR II – POSITION CONTROL

GENERAL STATEMENT OF JOB

Under general or occasional supervision, performs fiscal research and analytical work in the control and management of all staff positions. Work involves the coordination of assignment of all positions to each budget and maximization of funding assignments. Employee is required to act tactfully and courteously in frequent contact with the BOE, Superintendent, Council Members, Cabinet Members, administrators, principals, and other organizational management. Employee is also responsible for providing staff assignment data to other staff members as part of the annual assignment of personnel and changes during the year. Reports to the Senior Budget Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Preparation and publication of staff assignments in conjunction with Finance and other school system departments.

Review appropriate PS-32 requests for creation, reallocation and/or abolishment of position(s), submitted by administrators, for compliance and conformity with approved budget allocations.

Monitor actual and projected usage of staffing positions against budgets.

Determination of Restart School Transfer Allocation and Staffing.

Monitor the expiration of grant funded or other expiring funded positions and ensure either the position is terminated or transferred to alternate funding when deemed appropriate.

Initiate desired funding transfers as allowed through state ABC transfer process or local procedures as necessary.

Timely and accurate transmission of position changes to Staffing and Payroll departments.

Research questions related to positions and position control for Finance, Human Resources and other departments.

Contributes to accounting software implementation design and testing as needed.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

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MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in Accounting or Finance with a Masters' degree preferred, and 7 to 12 years of experience in school site base budgeting involving position allotments or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology.

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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the budget development process.

Considerable knowledge of state, local and school system fiscal and allotment assignment regulations, policies and procedures.

Considerable knowledge of established policies and procedures regarding site based budget expenditures.

Considerable knowledge of the principles of organization, planning, review and control.

Ability to review and evaluate site-based budget requests.

Ability to prepare system-wide budgets.

Ability to monitor site-based budget expenditures.

Ability to conduct analytical studies.

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Ability to use common spreadsheet, word processing and file maintenance programs.

Ability to evaluate methods and procedures used in areas of responsibility

Ability to organize and effectively process and maintain financial records and files and prepare reports from them.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.