



PERSONNEL COMMISSION

Class Code: 3365
Salary Range: 35 (S1)

MAINTENANCE BUDGET AND ACCOUNTING SUPERVISOR

JOB SUMMARY

Under direction, conduct complex work related to processing and tracking of accounting functions, budget analysis and funds tracking, project schedule analysis and tracking; write reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, organize, and supervise the general clerical, budget and accounting work of assigned personnel for District maintenance functions including file maintenance and documentation. **E**
- Coordinate requirements and projects with other district personnel. **E**
- Meet with management, site personnel, or others, including contractors, to coordinate maintenance branch projects and resolve situations that may arise with such work. **E**
- Confer with representatives of other public jurisdictions, consultants and vendors regarding maintenance projects, studies, and related situations. **E**
- Provide information to and assist state representatives with maintenance project program reviews. **E**
- Coordinate the collection and dissemination of construction project budget data and related statistical information or documents with other district offices and with local and state agencies. **E**
- Prepare or assist in compiling information and writing periodic or special reports. **E**
- Maintain budgetary expense records of maintenance projects. **E**
- Monitor and coordinate budget activities of maintenance projects such as phased payments and initiating budget transfers and revisions. **E**
- Prepare such documents as maintenance requests for services, requisitions, contract requests, etc., projects. **E**
- Operate a variety of office equipment such as calculator, multi-line telephone and personal computer with software. **E**
- Prepare and process budgetary/accounting related documents such as expense transfers and appropriation transfers. **E**
- Maintain the maintenance work order job cost accounting system. **E**
- Maintain budgetary and accounting functions for general upkeep, deferred maintenance, capital outlay, various grants and other programs. **E**

*Note: At the end of some of the duty statements there is an italicized **E**, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Maintenance Budget and Accounting Supervisor monitors and maintains budgets and accounting functions of all maintenance and capital improvement programs applying considerable knowledge of budget and accounting functions in performing the work and meeting timelines. An incumbent demonstrates skill in assigning and organizing the work as a team leader and communicating with a variety of personnel within the District, state and local government personnel and others such as vendors and contractors. An incumbent will be expected to show initiative and exercise independent judgement

EMPLOYMENT STANDARDS

Knowledge of:

State of California application process for deferred maintenance programs, various grants, and special fund projects, including the required forms.

General principals and practices of accounting.

Modern data processing systems and procedures, preferably as used in a facility planning and construction for accounting, budgeting, charting, projections, and similar related business reports.

Principles of management, administration, and organization.

Budget preparation and administration.

Modern office equipment and procedures.

Principals of training and supervision.

Ability to:

Compile, organize, and present data in graphic, pictorial, tabular, written and oral form.

Prepare clear and comprehensive financial reports.

Speak effectively.

Establish and maintain effective relationships with those contacted in the course of work.

Plan and organize for, and be skilled at, estimating and understanding the effect and impact of governmental rules and regulations for budgetary purposes.

Write effective correspondence and reports.

Plan, organize, and supervise the work of others.

Schedule work and utilize assigned personnel effectively.

Set up and maintain appropriate records.

Understand and carry out oral and written instructions.

Carry out internal accounting and distribution of funds following contract authorizations.

Coordinate and schedule several projects and make adjustments to changing priorities.

Education and Training

An Associate of Arts degree, or equivalent (60 units), with a major in public administration, financial administration or closely related field is desirable.

Experience

Two years of lead or supervisory experience performing responsible accounting or budget planning work are required, preferably in facilities planning and construction or a closely related business.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENT

Possession of a valid Class C California Drivers License at the time of appointment.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.
Seeing to read hand written documents and other records or reports,
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Some light lifting and carrying.
Attendance at meetings.
Occasional travel to District sites or out of the District.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.