



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

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|------------------------------------------|-----------------------------------------------------|-------------------|----------------------------------------------------------------------------------|
| TITLE: | Director, Local Resources & Partnerships | REPORTS TO: | Superintendent |
| DEPARTMENT/SCHOOL: | Office of the Superintendent | CLASSIFICATION: | Certificated Management |
| FAIR LABOR STANDARDS ACT CLASSIFICATION: | Exempt | WORK YEAR: HOURS: | 12 months/217 Days 8 hours per day or duty days/hours as assigned |

BASIC FUNCTION:

Plan, organize, control and direct the fiscal and programmatic compliance of the programs and services funded by the special local tax measures currently known as the Berkeley Schools Excellence Program (BSEP) and the Berkeley Educator Recruitment & Retention Act (BERRA); serve as primary District liaison to the Planning and Oversight (P&O) Committee and related committees and organizations; represent, coordinate, facilitate and/or support the Superintendent in the District’s public planning and outreach processes for local tax measures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize, control and direct budgets for programs funded by the BSEP and BERRA taxes; collaborate with District administration and the P&O Committee in the development of plans and budgets for the programs and purposes described by the tax measures, including but not limited to class size reduction, professional development, educational program evaluation, classroom support, expanded course offerings, visual and performing arts, school libraries, technology, student achievement strategies, counseling and behavioral health, family engagement, communications, the BSEP school discretionary funds, BERRA-funded programs for recruitment and retention of staff, and measure oversight.
- Direct the implementation of approved program budgets in the District’s systems; monitor the programs and services funded to assure accuracy and compliance with the BSEP and BERRA measures and the Board-adopted annual plans; interpret and apply a variety of laws, rules, regulations and policies related to compliance with the measures; review and improve systems, processes and policies for planning, monitoring and reporting fiscal and programmatic compliance
- Prepare and maintain a variety of records and reports related to assigned activities; produce narrative and financial documents of revenues, allocation and expenditures of funds generated by the BSEP and BERRA tax measures for the Board of Education; provide analysis of data from a variety of sources; draft policy recommendations
- Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- Provide leadership and supervise project staff to provide customer service-oriented technical support to school Principals and School Site Councils (SSCs) to develop and implement site plans for student achievement; work with staff and Principals to recruit, conduct elections, and support the SSC at each school; provide consultation on planning, decision-making and reporting processes for District school sites

- In collaboration with Educational and Fiscal Services and Program Specialist, design annual training for site and district advisory committees to support informed and inclusive decision-making about the effective use of the funds, compliance with relevant policies, procedures, by-laws and open meeting rules for advisory committees, including the Brown and Greene Acts
- Serve as primary District liaison to the P&O Committee by establishing agendas and calendar in conjunction with the committee chairs; coordinate presentations to the Committee; provide revenue and expenditure reports and produce various financial and program reports and other documentations related to the special taxes
- Provide technical expertise, information and assistance to school and District administrators, Board of Education, community groups and others regarding the special tax measures and related District programs; assist in the formulation and development of policies, procedures and programs related to the oversight and implementation of funds and programs; serve on and collaborate with the Superintendent's Cabinet and other administrators in developing the District's vision, goals, policies and programs
- Advise the Superintendent's Budget Advisory Committee, Educational Services and Fiscal Services department leadership during annual and long-term budget planning processes to ensure that planned expenditures and/or budget reductions are in keeping with the terms and uses of the local tax measures and decisions promote the sustainability of funds for the duration of each measure
- Develop and prepare the annual preliminary BSEP and BERRA budgets for each fund and resource; prepare annual Cost of Living Adjustment (COLA) resolutions for the Board and City tax collections in keeping with the terms of the tax Measures; analyze and review budgetary and financial data with budget analysts, program specialist, program managers;
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; establish and oversee the maintenance of records required for accountability of the tax revenue; control and authorize expenditures in accordance with established limitations; provide signatory approval of expenditures and regularly audit the records for accuracy and compliance with legislative guidelines; ensure that City tax collection, tax rates, and rebate information are updated annually on District and City of Berkeley websites
- Represent the District and work with the Superintendent or Board of Education to plan, organize and conduct public forums and other public processes to plan and execute strategic processes for local funding measures and related District-wide public initiatives, including fiscal planning, legal consultation, community engagement and ballot measure development; advise District leadership and staff on compliance requirements related to public employees and elections
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned
- Attend and conduct a variety of meetings as assigned

OTHER DUTIES:

- Participate in major projects as requested
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of fiscal and education policies and practices, especially related to a local special tax

Fiscal management and budget preparation and control
Educational programs and services and compliance requirements of the BSEP and BERRA measures.
School district organization, operations and objectives
Principles and best practices of public information
Oral and written communication skills
Principles and practices of administration, supervision and training
Applicable laws, codes, regulations, policies and procedures
Interpersonal skills using tact, patience and courtesy
Operation of a computer and assigned software

ABILITY TO:

Plan, organize, coordinate, implement, manage and assess compliance of the programs and services developed from local tax measure legislation
Understand, interpret and communicate local tax measures and District policies, procedures and operations to the community
Produce financial, narrative and technical documents according to established timelines
Organize and facilitate large group planning processes
Prepare presentations and utilize facilitation skills with large and small groups
Communicate clearly and effectively in speaking and writing to diverse audiences
Supervise and evaluate the performance of assigned staff
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
Direct the maintenance of a variety of reports, records and files related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible experience in school administration or the administration of public policy, non-profit management, fund development or related field

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license, use of personal vehicle, and proof of insurance

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or online meeting environment.
Driving a vehicle to conduct work
Work variable or evening hours

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Sitting for extended periods of time