

Attend SELPA Governing Board meetings and other SELPA fiscal meetings, as appropriate; serve as fiscal and technical resource to the SELPA Governing Board and provide information, analysis and advice as requested

Prepare and file special education funding and administrative reports with the California Department of Education and other applicable regulatory agencies; prepare and maintain financial reports related to SELPA including, but not limited to, the Local Plan Annual Budget Plan and Annual Service Plan, Maintenance of

Effort documents, and federal grant expenditures reports; review various special education documents from LEAs such as comprehensive coordinated early intervening services (CCEIS) reports to ensure accuracy, completeness and compliance with established guidelines

Collaborate with County Office Business Services relative to disbursement of County Office excess tax distribution and other fiscal matters as appropriate; assist in the preparation, development and revision of designated budgets as assigned; forecast revenue and expenditures; analyze budgetary data and provide input to administrators and school districts concerning budgetary matters

Develop and conduct professional development training to member LEAs and other applicable stakeholders on special education

Budget development and preparation methods and procedures
Mandated federal and state Special Education reporting
Various administrative financial reports related to the SELPA Local Plan, the Annual Budget Plan, Annual Service Plan and other Special Education administrative reports
Fiscal assessment, monitoring and control techniques and methods
Policies and objectives of Special Education programs and activities
Record retrieval and storage systems
Research and statistical evaluation techniques
Operation of a computer and assigned software
Effective oral and written communication skills
Effective methods and techniques for presenting information

ABILITY TO:

Review, monitor and recommend Special Education funding compliance protocols and policies
Serve as liaison between the San Mateo County Office SELPA and various agencies

WORKING CONDITIONS:

ENVIRONMENT:

A person in this classification will work in an office environment, with controlled temperature conditions and no direct exposure to hazardous physical substances. An employee in this job class may interact with staff and members of the public under emotionally stressful conditions while interpreting and enforcing division rules and policies.

PHYSICAL DEMANDS OF THE JOB:

Hearing and speaking to make presentations and exchange information

Dexterity of hands and fingers to manipulate a computer keyboard and other office equipment

Seeing to read a variety of materials

Sit and stand for extended periods of time

Bending, stooping, kneeling and reaching to perform assigned duties

Pushing and pulling to access documents and materials in file drawers and cabinets

Reasonable accommodations will be made for individuals on a case by case basis