

SPECIAL ASSISTANT TO THE CHIEF FINANCIAL OFFICER

DEFINITION

Assists the Chief Financial Officer by coordinating, monitoring, and directing a variety of high-level administrative and analytical activities related budgeting, accounting, finance policy, payroll, treasury, and business operations for the Office of the Chief Financial Officer.

TYPICAL DUTIES

Directs, oversees, and coordinates special projects at the discretion of the Chief Financial Officer. Coordinates activities and projects among the branches that report under the Chief Financial Officer such as Accounting, Budget, Finance, Treasury, Capital, and Business Operations. Plans, coordinates, and supervises studies in the areas of organization, workload distribution, cost analysis, facilities and equipment obsolescence, computer utilization, and financial management. Directs the preparation and publishing of reports, bulletins, and presentations, policy manuals, and responses to operational and strategic issues. Assists in the development, revision, and monitoring of strategic plans, policies and procedures. Plans and develops key performance indicators to measure performance of operational objectives. Conducts meetings and makes oral presentations regarding financial initiatives. Reviews proposed legislation and analyzes effects on selected District programs. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Special Assistant to the Chief Financial Officer, performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's business programs.

The Special Assistant to the Chief Facilities Executive performs high-level administrative duties and assists, plans, develops, and coordinates studies related to the District's facilities programs.

A Principal Administrative Analyst supervises and participates in a broad range of studies related to analysis of data systems, resource allocation, operational efficiency, financial management, and systems modeling for a major District organization.

SUPERVISION

The Special Assistant to the Chief Financial Officer is a single-position classification and receives administrative direction from the Chief Financial Officer. Supervision may be exercised over lower-level professional and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

Principles and practices of business and public administration related to business and office systems, procedures and policies
Research techniques, including statistical analysis and graphic presentations
Administrative organization of the Los Angeles Unified School District
Financial and project management computer software

Collaborative problem-solving methods
Effective administrative and managerial practices

Ability to:

Represents the Chief Financial Officer in meetings with senior management, representatives from other agencies, consultants, and members of the community
Presents information regarding District programs in a proactive, complete and media- sensitive manner
Analyze written materials and oral communications
Analyze laws, systems, and procedures
Prepare clear, concise reports and make recommendations
Communicate effectively orally and in writing
Supervise effectively
Operate computers with Microsoft operating systems and word processing, database, and spreadsheet software.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a degree in business administration, public administration, accounting, or a related field.

A graduate degree in business administration, public administration, or accounting is preferable.

Experience:

Four years of professional-level experience in administrative analysis, data systems analysis, report writing, financial analysis, and/or project management.

Special:

A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle, or the ability to utilize an alternative method of transportation.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
10-17-24
SD