

**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**ADMINISTRATIVE/BUSINESS SUPPORT SPECIALIST**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Administrative/Business Support	B/2/2 – B/2/3	Non-exempt

**CLASS SUMMARY:**

The Administrative/Business Support Specialist is the third level of a four level series. Incumbents serve as either a lead for Administrative/Business Support Technicians or perform specialized duties requiring significant experience in their area of assignment which may include business operations support for functions such as accounting, payroll and human resources.

Incumbents, as assigned, are responsible for performing such duties as assisting in the resolution of complex problems in the office; creating publications; constructing testing materials; reviewing and assisting in budget, grant and planning document development, processing payroll and distributing payment to District personnel; tracking budget, payroll, accounting, and expenditure information; and developing, reviewing and coordinating employee/contractor paperwork and orientation. Some incumbents may be assigned to monitor the work of others and interpret policies and procedures on behalf of other staff.

Incumbents may act as lead worker for other administrative/business support staff making work assignments and determining completion of work.

The Administrative/Business Support Specialist is distinguished from the Administrative/Business Support Coordinator in that the Administrative/business Support Coordinator provides confidential administrative support to the superintendency executive staff and/or serves as the designated business operations coordinator within a business function if such a need is identified by the District.



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<u><b>ESSENTIAL DUTIES:</b></u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<u><b>PERCENT OF TIME</b></u>	<u><b>BAND/ GRADE RATING</b></u>
<p>Provides administrative/business support to the area of assignment such as:</p> <ul style="list-style-type: none"> <li>• Supporting office/business process for principals and other administrators or District business managers including producing and maintaining confidential reports, correspondence, meeting materials, memorandums, forms, assessments, evaluations, minutes, schedules; constructing testing materials; conducting customer services; maintaining supplies; and other business and office operations;</li> <li>• Supporting new hire process including recruitment documentation, new hire processing, clearance procedures, preparing orientation materials and information; processing certified professional growth; and maintaining employee personnel information and files;</li> <li>• Conducting the District's payroll process including preparing biweekly payment to personnel and maintaining the timekeeping for hourly employees, and resolving payroll issues and inquiries;</li> <li>• Maintaining budget, accounting, and purchasing processes including preparing worksheets, determining allocations, processing purchase requisitions, generating fixed assets and other reports, monitoring financial reports and entering financial data into the system; and updating accounts payable;</li> <li>• Facilitating employment processing including background checks, calculating and processing employment contracts and benefits, supporting recruiting, hiring and employee appeal and management activities such as reference checking, maintaining position control data, processing terminations, conducting research, and maintaining employee personnel information and official files.</li> </ul>	<p>Daily 60%</p>	<p>A/1-B/2</p>
<p>Works with architects, engineers, and other contractors to include reviewing contracts and requisitions to ensure appropriate codes and funds; coordinating warranty programs, bids, and projects; reviewing close-out documents from contractors; and approving contracts for payroll processing.</p>	<p>Daily 10%</p>	<p>B2</p>
<p>Maintains various files and master data bases to include information needed to license preschools, process time and payroll, information needed for State inspections, official construction project files, and teacher data bases.</p>	<p>Daily 5%</p>	<p>A1</p>



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Creates and produces camera-ready newsletters, maps, handbooks, brochures, flyers, audio visual materials, and miscellaneous publications using desktop publishing and graphics programs.	Daily 5%	B2
Acts as lead worker for other administrative/business support staff making work assignments and determining completion of work.	Daily 5%	B2
Compiles charts, reports, census data and maintains data such as that needed for statistical assessment and District business functions; develops and maintains District wide inventory of assessment tests; prepares planning documents; prepares grant applications, proposals, amendments, and completion and statistical reports; and, assists in the planning and coordination of the operation of Career Ladder and/or enrollment activities.	Monthly/ Quarterly 5%	B2
Performs other duties of a similar nature and level as assigned.	As Required	

**Training And Experience:**

High School Diploma or GED and two years of specialized experience related to the area of assignment are required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing/Certification Requirements:**

- None

**Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Office principles, practices and procedures; and
- Subject matter process and methodology related to area of assignment.



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**Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Use of a variety of office and school equipment;
- Communicating effectively, both orally and in writing;
- Customer service;
- Organization, project and staff leadership;
- Records management and data entry;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to hazardous materials, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Class History Information:**

Prepared by Fox Lawson & Associates 04.13.09

