BUSINESS SERVICES COORDINATOR

Purpose Statement:
The job of Business Services Coordinator is done for the purpose of providing administrative and secretarial support to assigned administrative personnel for the Business Services Division; coordinating activities of assigned administrative personnel; ensuring compliance of activities under area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction as may be requested by assigned administrator.

Essential Functions

- Supports the Assistant Superintendent Chief Business Officer and other Business Services Division personnel as directed by the Assistant Superintendent Chief Business Officer , for the purpose of providing assistance with their administrative functions and daily operational activities
- Assists other administrative personnel as may be required for the purpose of supporting them in the completion of their work activities
- Coordinates Safety Committee activities for the District and and assists sites and departments in the preparation of safety documents, including Comprehensive School Safety Plans
- Under the direction of the Assistant Superintendent Chief Business Officer compiles data and information and performs research for the purposes of negotiations.
- May take notes as needed during negotiations.
- Creates complex documents in support of the Business Services Division for the purpose of documenting events, providing information, and analyzing data
- Assists the Fiscal Services department throughout the budget cycle, including required reporting periods, through compiling information, creating documents and analyzing data.
- Evaluates school and department activities for liability risk and coordinates with the District liability carrier for assessment and approval of activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions
- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, state reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communication information to school and district personnel, the public, state officials, etc.
- Coordinates a variety of programs and activities as assigned for the purpose of delivering services in conformance to established Business Services Division and program guidelines
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution
- Maintains various records (confidential and non-confidential) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials

- Prepares written materials (e.g. state/federal reports, mailings, purchase orders, letters, budget projections, contracts, agreements, etc.) for the purpose of conveying information regarding school and/or district activities and procedures
- Processes documents and materials (e.g. information, requests for service, payroll, purchase orders, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties
- Researches a variety of topics as requested (e.g. current practices, district policies, etc.) for the purpose of providing information for addressing a variety of Business and Fiscal Services Division administrative requirements
- Under the direction of the Assistant Superintendent Chief Business Officer, prepares Board Agenda items, Board Policies and contracts
- Responds to inquiries (e.g. staff, the public, parents, and/or students) for the purpose of providing information and/or direction as may be required
- Schedules a variety of activities (e.g. meetings, evaluations, etc.) for the purpose of assisting staff in addressing their job functions and maintaining efficient utilization of personnel
- Other job related duties as assigned

Job Requirements & Skills

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: accounting/bookkeeping principles; and office methods and practices

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapt to changing work priorities; be attentive to detail; communicate and work with all stakeholders in multiple District divisions; maintain confidentiality; meet deadlines and schedules; organize and complete assigned projects with limited assistance from the Assistant Superintendent Chief Business Officer, and work with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; managing multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience:
3-5 Years of Related Experiencing with Increasing Levels of Responsibility

Education:
High School Diploma
AA or BS Degree Preferred

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses:
Driver's License

Clearances:
DOJ/FBI Clearance
TB Clearance

Supervision:
Assistant Superintendent Chief Business Officer

Salary Grade:
Confidential Range 33

Work Year:
260 Days