

Job Title: **BASE Specialist**
Job Family: **BASE & After School Programs**
Pay Program: **Classified**
Typical Work Year: **12 months**

Job Code: **1173**
FLSA Status: **Non-Exempt**
Shift Differential: **No**
Pay Range: **G13**

SUMMARY: Provides varied general accounting, monitoring, purchasing, and administrative services for BASE Department. Maintains department databases and spreadsheets. Provides statistical and information analysis and generates reports for department leadership. Responsible for providing clerical support to various positions including but not limited to directors, administrators, and other staff within the program or department. Duties may include but are not limited to coordinating travel reservations, coordinating meetings and calendars, processing membership and paperwork. Provides customer service to both internal and external customers.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time may vary based on position.*

Job Tasks Descriptions	Frequency	% of Time
1. General accounting duties, through the use of district information technology system(s), include preparing, reviewing, reconciling, and processing invoices and credits. Assign appropriate coding. Compute and perform journal entries to the General Ledger as required for department and complete invoices in BASE computer system. Responsible for the management of third-party agencies including fiscal agreements, invoicing BASE accounts, tracking BASE payments, and account reconciliation.	D	30%
2. Performs customer service and clerical duties. Act as the first point of contact for a variety of internal and external customers. Communicate across various levels to fulfill a request for information. Answer phones, screen incoming calls, provide information to callers, retrieve messages from voicemail, and route calls to appropriate parties. Coordinate and arrange meetings, prepare agendas and announcements, schedule locations, and order refreshments. Order and stock supplies. Coordinate travel reservations for staff. Process and maintain membership lists for professional organizations. Manage and monitor staff files and ensure required background check results, CBI and FBI results, are compliant with state regulations. May assist in the hiring and recruiting process.	D	30%
3. Computer training and support duties, through the use of district information and technology system(s), include coordinating and/or conducting classroom training for employees. Develop training materials and manuals. Provide support to Site Directors with computer systems. Provide direction for and problem solves with employees. Provides support for Site Directors when operational corrections are required.	D	15%
4. Manage purchasing card accounts and transactions. Research and respond to billing questions from vendors and district personnel. Review and place large purchase orders. Advise Site Directors on pricing, availability, and sources of supply. Review and create contracts and procurement deviation justification (PDJ). Responsible for BASE cell phone and movie license renewals.	D	10%
5. Provides statistical and information analysis, through the use of district information technology system(s). Maintains and creates databases, spreadsheets, and documents for department. Enters data, reviews for accuracy, analyzes reports and work orders. May prepare and analyze time and labor reports and complete paperwork for payment of stipends and other pay.	D	10%
6. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Must be at least 18 years of age.
- High school diploma or equivalent.
- One (1) year of college-level courses preferred.
- Three (3) years of general clerical experience preferred.
- Minimum of one (1) year of customer service experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR, First Aid, and Universal Precautions certifications required within 90 days.
- Complete current state required annual continuing education (currently 15 hours) related to one or more of the following; child growth and development, health and safe environment, developmentally appropriate practices, guidance, family relationships, and/or cultural and individual diversity and professionalism.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to travel frequently among district facility locations.
- Knowledge of district financial accounting systems.
- Excellent computation skills.
- Knowledge of purchasing/ordering processes.
- Ability to resolve conflicts, demonstrate problem solving skills and persistence.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to promote and follow Board of Education policies, District Policies, building and department procedures.
- Knowledge of Microsoft Office products and Google applications.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within two (2) months after entering position

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager, BASE Operations	3002

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

- Acts as lead to data entry clerk.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Oversees budget to ensure the monies are not overspent.
- Initiates requisition orders.
- Maintains and monitors supplies, inventories, and equipment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands and fingers to handle and/or feel			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste		X		
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
51 to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	