

**CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION**

BUSINESS SERVICES SPECIALIST

Class Code: 0330

Job Family: Business/Finance

Classification: Support Staff

Terms of Employment: Pay Grade 51 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general direction, serves as the primary regional contact for office management help desk, problem resolution, and assistance related to general business services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides direct services to region, new and existing school staff, and office managers, in the use of business systems, including, but not limited to maintenance, finance, banking, purchasing, human resources, and payroll.
2. Assists in the preparation, analysis, monitoring, tracking, and reporting of business services.
3. Facilitates training for business services.
4. Assists users with business services, including, but not limited to submitting job applications, purchase orders, and work orders.
5. Generates specialized reports using advanced query and reporting tools.
6. Liaison between departments to coordinate the resolution of all reported user support issues to completion.
7. Conforms to safety standards as prescribed.
8. Performs other tasks related to the position as assigned.
9. Conforms to safety standards as prescribed.
10. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Support provided at a regional level supplying research, analysis, procedural assistance, problem resolution, and appropriate application of business principles. This position will report to the Region Superintendent.

POSITION EXPECTATIONS: (Knowledge, Skills and Abilities)

1. Comprehensive knowledge of the district's internal organization, administrative business systems, the Internet, and personal computer systems.
2. Knowledge of Clark County School District business procedures, management principles, standard budgeting and recordkeeping systems, and all applicable laws and codes.
3. Knowledge of district policies, regulations, and practices and procedures.
4. Ability to communicate courteously and deliver good customer service skills.
5. Ability to articulate clear and effective written and oral communications.
6. Ability to learn and assist others in the operation and application of new technologies and business systems.
7. Ability to perform complex mathematical and statistical analysis.
8. Ability to work cooperatively with district personnel, outside agencies, vendors, and the public.
9. Ability to conduct research, analyze, and track problems to final solution.
10. Ability to maintain and insure integrity and confidentiality of information.

05/19/05

Revised: (08/26/05; 06/12/07; 02/05/08; 11/21/08)

11. Ability to exercise judgment when to act independently and when to refer situations to a supervisor.
12. Ability to motivate and instruct adults.
13. Ability to collect and summarize data, and prepare clear and concise reports as needed.
14. Ability to learn, develop, and apply procedures.
15. Ability to plan, prioritize, coordinate, and organize work.
16. Ability to work under pressure, meet predetermined deadlines, and shift to new tasks when priorities change.
17. Ability to meet work objectives with minimal supervision.
18. Ability to work flexible hours or shifts.
19. Ability to recognize and report hazards and apply safe work methods.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent (e.g., GED, college, technical, trade school transcript, foreign equivalency, etc).
2. Three (3) years experience in the Clark County School District working in a high level clerical/secretarial or project management position.
3. Experience in conducting seminars, workshops and/or training.

Licenses and Certifications:

None Specified

Preferred Qualifications:

1. Experience in the Clark County School District working as a School Office Manager or Administrative School Secretary.
2. Possess physical and mental stamina commensurate with the responsibilities of the position.
3. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.);
2. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District regional offices.

WORK ENVIRONMENT:

Strength: Sedentary/Medium – Exert force to 50 lbs., occasionally, 10-25 lbs., frequently, or up to 10 lbs. constantly or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Occasional climbing and crawling. Frequent stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person or over the telephone.

Vision: Frequent near acuity; occasional far acuity and color vision. Vision to read printed materials, VDT screens, or other monitoring devices.

Environmental Conditions: Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES TO PERFORM TASKS:

Various computers, printers, network devices, telephones, fax machines, calculators, 10-key by touch, copy machines, filing cabinets/equipment, PDA's, and LCD projectors.

EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.