

CLARK COUNTY SCHOOL DISTRICT

CLASS TITLE: BUSINESS SERVICES SPECIALIST

Class Code: 0330
Grade: 51

CLASS DEFINITION AND 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 TASK OF THE POSITION: (Illustrative, not inclusive)

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.

Assists in the preparation, analysis, monitoring, tracking, and reporting of business services.

Facilitates training for business services.

Assists users with business services, including, but not limited to submitting job applications, purchase orders, and work orders.

Generates specialized reports using advanced query and reporting tools.

Liaison between departments to coordinate the resolution of all reported user support issues to completion.

Conforms to safety standards as prescribed.

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 directly to the Region Superintendent or designee.

KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of the district's internal organization, administrative business systems, the Internet, and personal computer systems.

Knowledge of CCSD business procedures, management principles, standard budgeting and record keeping systems, and all applicable laws and codes.

Knowledge of district policies, regulations, and practices and procedures.

Ability to communicate courteously and deliver good customer service skills.

Ability to articulate clear and effective written and oral communications.

Ability to learn and assist others in the operation and application of new technologies and business systems.

Ability to perform complex mathematical and statistical analysis.

Ability to work cooperatively with district personnel, outside agencies, vendors, and the public.

Ability to conduct research, analyze, and track problems to final solution.

Ability to maintain and insure integrity and confidentiality of information.

Ability to exercise judgment when to act independently and when to refer situations to a supervisor.

Ability to motivate and instruct adults.

Ability to collect and summarize data, and prepare clear and concise reports as needed.

Ability to learn, develop, and apply procedures.

Ability to plan, prioritize, coordinate, and organize work.

Ability to work under pressure, meet predetermined deadlines, and shift to new tasks when priorities change.

Ability to meet work objectives with minimal supervision.

Ability to work flexible hours or shifts.

Ability to recognize and report hazards and apply safe work methods.

QUALIFICATIONS:

TRAINING AND EXPERIENCE:

High school graduation or other equivalent (i.e., GED, college, technical or trade school transcript, foreign equivalency, etc.)

Three (3) years experience in the Clark County School District working in a high level clerical/secretarial or project management position.

Experience in conducting seminars, workshops and/or training.

QUALIFICATIONS: (continued)

LICENSES AND CERTIFICATES:

None

PREFERRED QUALIFICATIONS:

1. Experience in the Clark County School District working as a School Office Manager or Administrative School Secretary.

DOCUMENTS 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 AREA:

Clark County School District regional offices.

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 settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise ranging from moderate to loud intensity levels on occasional to frequent time periods.

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.

Clark County School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Clark County School District will provide reasonable accommodations to qualified individuals with disabilities.

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. Notification may be made in person, in writing, or by calling: (702) 855-5444.

05/19/05

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