

Business Services Specialist

Position Details

Class Code: 0330

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional 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 regions, school staff, and office managers, in using business systems such as maintenance, finance, banking, purchasing, human resources, and payroll.
 2. Assists in preparing, analyzing, monitoring, tracking, and reporting business services.
 3. Facilitates business services training.
 4. Assists users with business services, including job applications, purchase orders, and work orders.
 5. Generates specialized reports using advanced query and reporting tools.
 6. Serves as liaison between departments in resolving user support issues.
 7. Conforms to safety standards, as prescribed.
 8. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Provides region-level research, analysis, procedural assistance, problem resolution, and appropriate application of business principles. Reports to the Region School Associate Superintendents.

Knowledge, Skills, and Abilities (Position Expectations)

1. Comprehensive knowledge of the Clark County School District's internal organization, administrative business systems, the Internet, and personal computer systems.
 2. Knowledge of District business procedures, management principles, standard budgeting/recordkeeping systems, and all applicable laws/codes.
 3. Knowledge of District policies, regulations, practices, and procedures.
 4. Ability to communicate courteously and deliver quality customer service.
 5. Ability to articulate clear and effective written/verbal communications.
 6. Ability to learn and assist others in operating/applying new technologies and business systems.
 7. Ability to perform complex mathematical and statistical analyses.
 8. Ability to work cooperatively with District personnel, outside agencies, vendors, and the public.
 9. Ability to research, analyze, and track problems to final solution.
 10. Ability to ensure and maintain integrity/confidentiality of information.
 11. Ability to judge when to act independently and when to refer situations to a supervisor.
 12. Ability to motivate and instruct adults.
 13. Ability to collect/summarize data and prepare clear, 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.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Three (3) years' experience in the District working in a high level clerical/secretarial or project management position.
3. Experience in conducting seminars, workshops, and trainings.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

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

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District area offices.

Work Environment

Strength

Sedentary/medium – exert force up to 50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, 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 for occasional to frequent time periods.

Hazards

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

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, network devices, telephones, fax machines, calculators, 10-key, copy machines, filing cabinets/equipment, personal digital assistant (PDA), and liquid-crystal display (LCD) projectors.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 07/06/23
- Created: 05/19/05