

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: **Business Support Assistant II, Range 60**

DEFINITION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions for the Business Services Division; plans, coordinates and organizes office activities and processes for the division.

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Functions as the lead secretarial/administrative support for office operations of the Business Services Division; plans, coordinates, and organizes office activities and processes for the division; monitors and facilitates office work flow and assures compliance with established time lines, procedures and standards of quality; coordinates information exchange with internal and external sources.

Trains staff on division processes; serves as a lead to division-wide administrative support staff; may directly lead and oversee the work of office support staff; participates on and chairs committees; schedules and organizes meetings; takes and transcribes minutes of meetings.

Collects board items from division programs; reviews and prepares board items for administrator; ensures items are calendared in accordance with applicable rules and deadlines.

Serves as a liaison between division programs, other SDCOE divisions, and school district administrators in assigned function.

Performs a variety of duties in support of special projects.

Prepares and delivers presentations on division processes, systems, or related topics.

Researches, prepares, and provides information related to employee bargaining.

Explains administrative and fiscal policies and procedures to staff and the public.

Composes correspondence, contracts, and others materials; proofreads, edits, and formats written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Makes recommendations on the development of division budgets; prepares preliminary budgets.

Ensures compliance with established policies, regulations and legal requirements; studies, plans, directs and coordinates the development and implementation of systems and procedures used to collect fiscal or budget data.

Reviews data collected for consistency, accuracy, and compliance with state and federal laws.

Prepares a variety of comprehensive fiscal and budget reports; creates, maintains and interprets complex spreadsheets.

Analyzes complex technical data and draws valid conclusions; makes recommendations to appropriate administrator.

Calculates revenue allocations and disburses funds in accordance with legal requirements; prepares invoices for school districts, private schools, and other agencies for services provided.

Develops, audits and verifies excess cost billing reports and procedures.

Organizes and maintains operational records, files and supplies and other departmental information.

Monitors administrative and fiscal systems and procedures to ensure adequate controls; assists in the design, improvement or update of administrative and fiscal systems and procedures.

Screens and routes mail, phone calls and office visitors.

Operates computers and related software and standard office machines such as 10-key adding machine and calculator.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training and experience which clearly demonstrate possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college level coursework in accounting, finance or related field and a minimum of five years of progressively responsible related experience.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF:

Budgetary and accounting principles, fiscal management, and business practices and procedures

California Education Code and other related laws and mandates

Modern office practices, equipment and software including applications to develop spreadsheets, PowerPoint presentations and complex reports

Secretarial practices, business correspondence, and filing systems

Proper English grammar, usage and spelling

Problem research techniques

ABILITY TO:

Adhere to school district accounting principles

Compile and interpret financial data

Accurately prepare detailed financial reports

Understand and explain related administrative and fiscal regulations, policies and procedures

Advise others and make recommendations

Make decisions on procedural matters with limited supervision

Keyboard accurately at speed sufficient to perform assigned tasks

Accurately perform arithmetic computations

Operate standard office equipment including computers and software used in the course of business

Meet required deadlines

Follow oral and written instructions

Establish and maintain effective working relationships with staff members, other departments, and the general public

Communicate effectively orally and in writing

Prepare and deliver presentations

Prepare accurate and concise correspondence and reports

Plan, and direct the work of others with minimum supervision

Provide technical leadership, guidance and assistance

Work effectively independently and as part of a team with minimum supervision

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete routine tasks thoroughly, accurately and with attention to detail

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

This position differs from those in the Administrative Assistant series in that this classification has responsibility for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant I in that the scope and breadth of this assignment extends to an entire division. Employees in this classification must have an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

Established: 12/2014

Approved by the Personnel Commission: December 17, 2014