



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Manager, Business Services

**Class Code: 1005
Work Days: 225**

GENERAL PURPOSE

Manage, supervise, plan, and coordinate the activities and operations of the programs within the Business Services Division; to coordinate assigned activities with other units, divisions, outside agencies, and the general public; review and analyze school district budgets; technical assistance to school districts in preparing and monitoring annual budgets, fiscal reports and financial data; and provide assistance to higher level management staff

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff
2. Exercises direct supervision over supervisory, professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Coordinate the organization, staffing, and operational activities for the Business Services Division including, school district organization, school district elections, and budgets.
 3. Review district budgets, interim reports, and expenditures on a monthly basis and provide written recommendations to higher level management.
 4. Review district annual salary settlements and provide written evaluation to higher level management.
 5. Prepare and update a variety of budget related reports including various complex state and federal reports; provide information, analysis, and special reports to higher level management.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

6. Select, train, supervise, and evaluate assigned personnel; work with employees to correct deficiencies.
7. Provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, and check in regularly for understanding.
8. Plan, prioritize, assign, supervise, and review the work of staff responsible for providing services within Human Resources Unit; prepare work schedules for appropriate staff.
9. Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.
10. Coordinate Business Services programs with those of other divisions and outside agencies and organizations; provide staff assistance to the Director of Business Services; prepare and present staff reports and other necessary correspondence.
11. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business services.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.
13. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Operational characteristics, services and activities of a Business Services program.
2. Modern and complex principles and practices of program development.
3. Principles of budget preparation and control.
4. Principles of supervision, training, and performance evaluation.
5. Pertinent federal, state, and local laws, codes, and regulations.

Ability and Skill to:

1. Manage and coordinate the work of supervisory, professional, and technical personnel.
2. Select, supervise, train, and evaluate staff.
3. Interpret and explain federal, state, and local policies and procedures.
4. Prepare clear and concise reports.
5. Communicate clearly and concisely, both orally and in writing.
6. Establish and maintain effective working relationships with those contacted in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field, and four years of responsible finance, budgeting, accounting, and/or business experience in educational business service management or related field.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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