

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Community Education Business Specialist  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** June 23, 2005

**SUMMARY OF RESPONSIBILITIES**

Assumes general administrative responsibility for the business affairs and information technology of a large suburban community education department. This position is also responsible for the supervision of the school district's print shop.

**DUTIES AND RESPONSIBILITIES**

- Assures department compliance with district business policies and standards.
- Develops and coordinates the departments financial planning, monitoring and reporting.
- Assists the Community Education Director in the development of an annual department operating budget.
- Prepares and presents financial reports to program administrators to assist decision making processes.
- Evaluates proposed service and business models for department fiscal implications.
- Coordinates community education department payroll procedures with district payroll department to ensure accurate and efficient data transmission.
- Assists the Director in the preparation of departmental year-end fiscal closing schedules.
- Directs the information and technology needs of the community education department. This includes needs assessments, purchase, support and deployment. Serves as the project manager for software implementation in the department.
- Assures department compliance with district technology policies and standards.
- Provides direction to all aspects of the districts print shop operations. This includes marketing, personnel, finance, equipment and evaluation.
- Serves as liaison between the community education department and the business services department.
- Performs other duties as assigned by Director of Community Education.

**SUPERVISORY RESPONSIBILITIES**

Provides supervision to the Community Education Data Services Specialist, Community Education Technology Coordinator and the Print Shop Tech Specialists. The Business Services Supervisor is responsible for the overall direction, coordination, and evaluation of these personnel. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree and one to two years related experience and/or training. Five years related experience and/or training in school district settings preferred.