

Anoka-Hennepin Independent School District #11
Job Description

Title: Administrative Services Business Specialist
Department: Administrative Services
Reports to: Chief Operations Officer
Prepared Date: May 2021

SUMMARY OF RESPONSIBILITIES

Assume general administrative responsibility for the business affairs of the Buildings and Grounds Department, the information technology of the Transportation Department, and oversee liability insurance, risk management, and property protection for a large suburban school district. Assist the Chief Operations Officer and Director of Buildings and Grounds in the maintenance and implementation of the district's Long Term Facilities Maintenance planning and compliance. Direct the work of department staff responsible for project equipment and lease invoicing. Assist Director and Assistant Director of Buildings and Grounds with the maintenance and implementation of the Facilities Condition Index, a tool used to prioritize and keep track of district-wide facilities projects and costs.

DUTIES AND RESPONSIBILITIES

Financial and Budget Management

- Develop and coordinate financial planning and monitoring of budgets, expenditures, and invoices.
- Prepare and present all financial reports to program and district administrators to assist in decision-making.
- Assist the Director of Buildings and Grounds in the development of annual department operating budget.
- Monitor budget, recording, and reporting of approved Long Term Facilities Maintenance program expenditures in accordance with Minnesota Department of Education (MDE) and Uniform Financial Accounting and Reporting Standards (UFARS) requirements.
- Provide direction for office staff responsible for the processing of project equipment and lease invoices.
- Assist with strategic and operational planning.
- Compile operational statistics and comparisons; assist with regulatory program reporting; maintain records to meet program requirements and quality standards.

Risk Management/Insurance/Property Protection

- Administer and manage commercially insured programs including property, general liability, school board errors and omissions, and crime; identify and evaluate needs for coverage and risk control.
- Assist in identification on risk exposure and potential loss for the district and make recommendations to schools for reducing risk exposure and loss.
- Compile, consolidate, and analyze underwriting data; prepare underwriting submissions.
- Formulate and coordinate claims management practices and procedures throughout the district; develop cost containment programs and monitor their effectiveness.
- Provide technical expertise on insurance, bonding, Work Comp, and other risk management issues.
- Assist in implementation of loss control and safety programs.

Transportation Technology Support

- Review the Transportation Department's information technology functions; recommend hardware and software needs, resolve technology issues, coordinate with district Technology Support.

Administrative Services Support

- Implement strategic plan to achieve department and organizational goals.
- Perform other duties and assume other responsibilities as assigned by the Chief Operations Officer.

SUPERVISORY RESPONSIBILITIES

None

EDUCATION and/or EXPERIENCE

Requires Bachelor's degree in Business Administration and/or Accounting, and at least three years of experience in business support, specifically accounting functions.

PREFERRED QUALIFICATIONS

Previous experience with insurance, risk management, and technology preferred. Previous supervisory experience preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

None

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of Federal, State, and local codes and regulations governing school district construction services.

Knowledge of general principles and practices of public sector administrative management.

Experience and knowledge of fund and cost accounting concepts and procedures.

Experience and knowledge of procedures and standards for budgeting and managing Federal and State special funds.

Experience with principles of recordkeeping and records management.

Experience interpreting and applying applicable Federal, State, and local rules and regulations; and Anoka-Hennepin policies.

Experience monitoring and reviewing financial transactions and assuring compliance with all regulatory requirements governing public sector financial activities.

Knowledge of property/casualty/insurance coverage.

Experience in claims handling, including investigations and documentation.

Experience reviewing and verifying mathematical calculations, maintaining accurate accounting records, and identifying and reconciling errors.

Proficient with using complex computer skills including accounting and financial spreadsheet software applications to sort data and generate reports.

Ability to use initiative and independent judgment within established procedural guidelines.

Ability to interpret information and data effectively.

Excellent data collection, organization, and analytical skills.

Ability to assess and prioritize multiple tasks, projects, and demands.

Experience with customer service and public relations methods and practices.

Ability to communicate effectively – excellent verbal, written, and interpersonal communication skills.

Ability to work effectively with individuals in a variety of settings, including program staff and business office staff by:

- Establishing and maintaining effective working relationships with co-workers and clients.
- Encouraging and representing a positive relationship between Anoka-Hennepin and the community by demonstrating professionalism, courtesy, and respect when interacting with co-workers and clients.

Ability to maintain confidentiality of all department and Anoka-Hennepin related business.

Ability to maintain regular attendance, which includes completing an assigned day.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. Driving roads in early morning on severe weather days to determine school closing options and make recommendation to superintendent. The noise level in the work environment is usually quiet.