

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

**Title:** Community Education Business Specialist  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** January 1, 2019

**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 and mail distribution department.

**DUTIES AND RESPONSIBILITIES**

- Assures department compliance with district business policies and standards.
- Develops and coordinates the department's financial planning, monitoring and reporting in partnership with the program managers/supervisors.
- 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.
- Coordinate the completion of the Community Education, Adult Basic Education, School Readiness, and Early childhood Family Education state required annual reports, and internal annual reports.
- Assures department compliance with district technology policies and standards.
- Provides direction to all aspects of the districts print shop operations and mail distribution 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 and Mail Distribution Supervisor. 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.

**PREFERRED QUALIFICATIONS**

Five years related experience and/or training in school district setting preferred. Working knowledge of SKYWARD preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**KNOWLEDGE, SKILLS & ABILITIES**

Excellent data collection, organization, analytical and skills.

Strong problem solving abilities.

Skill in creating, maintaining, and monitoring budgets, and supporting others in developing their budgeting capacities.

Excellent verbal, written, and interpersonal communication skills.

Excellent technical skills and proficient in the use of current technology required for the performance of duties, including software, and content management systems.

Assessing and prioritizing multiple tasks, projects and demands.

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

Experience supervising staff.

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

Performs other tasks and assumes other responsibilities as directed.