

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

**Title:** Community Education Business Specialist  
**Department:** Community Education  
**Reports to:** Director of Community Education  
**Prepared Date:** December 2020

**SUMMARY OF RESPONSIBILITIES**

Assume general administrative responsibility for the business affairs and operations 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**

- Assure department compliance with district business policies and standards.
- Develop and coordinate the department's financial planning, monitoring and reporting in partnership with the program managers/supervisors.
- Assist the Community Education Director in the development of an annual department operating budget.
- Prepare and present financial reports to program administrators to assist decision making processes.
- Evaluate proposed service and business models for department fiscal implications.
- Coordinate community education department payroll procedures with district payroll department to ensure accurate and efficient data transmission.
- Assist the Director in the preparation of departmental year-end fiscal closing schedules.
- Direct the information and technology needs of the community education department. This includes needs assessments, purchase, support, and deployment. Serve as the project manager for software implementation in the department.
- Coordinate the completion of the Community Education, Adult Basic Education, PreSchool, and Early Childhood Family Education state required annual reports, and internal annual reports.
- Provide direction to all aspects of the district's print shop operations and mail distribution operations.
- Serve as liaison between the community education department and the business services department.
- Perform other duties as assigned by Director of Community Education.

**SUPERVISORY RESPONSIBILITIES**

Provide supervision to the Community Education Technology Coordinator and the Print Shop Supervisor. The Business Services Specialist 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 UFARS preferred. Working knowledge of SKYWARD preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS**

None

**KNOWLEDGE, SKILLS & ABILITIES**

Excellent verbal, written, and interpersonal communication skills.

Excellent data collection, organization, analytical and skills.

Strong problem-solving abilities.

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

Strong proficiency in MS Office including Excel.

Assessing and prioritizing multiple tasks, projects, and demands.

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

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.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand for long periods of time throughout the day; work in a very noisy warehouse environment; daily exposure to paper dust, cutting equipment and other heavy machinery; most work is performed on computer-controlled equipment, requiring the use of a keyboard; sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20"), midrange vision, far vision (over 20'), visual accommodation, and field of vision; The employee is frequently required to walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; occasionally exposed to airborne particles. The noise level in the work environment is usually moderate but could be loud, depending on the situation.