

Class Concept

Positions in this class administer and coordinate a variety of business and/or fiscal functions for a work unit, program or department. Work is characterized by a variety of business, fiscal and administrative functions. Work requires knowledge of applicable policies, procedures and information systems in order to communicate and process information. The range of duties includes, but is not limited to, program coordination, program marketing and customer service, budget management, event planning, report writing, summarizing and reconciling information or financial data, records and facilities management, personnel administration and closely related functions. Work may include the supervision of other(s). This classification is distinguished from the Business Services Coordinator I by the size and complexity of the programs, the amount of funding and number of funding sources, and the visibility of the programs being coordinated.

Recruitment Standards

Knowledge, Skills, and Abilities

- Ability to manage a variety of business and records functions.
- Ability to perform research, data collection, analysis of information, and report writing.
- Ability to interpret policies and procedures to facilitate and ensure the application of sound business practices.
- May require the ability to integrate policies and procedures with work units external to the organization. Ability to develop and edit written documents and reports of information that usually spans across functional areas.
- Ability to provide documentation to explain and support conclusions.
- Ability to communicate interpretative information that application of sound business practices.
- May require the ability to integrate policies and procedures with work units external to the organization. Thorough knowledge of the organization's accounting and budget procedures.
- Ability to approve expenditures and manage a unit or program budget typically comprised of several funding sources.
- Ability to compile and summarize financial data to participate in budget analysis and forecasting.
- Ability to assess and resolve problems that require research and review of policy and procedures.
- Ability to analyze moderately complex business operations and financial statements.
- Ability to make recommendations for approval.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and five years of related administrative experience; or an equivalent combination of training and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.