



Business Services Administrator

Management Salary Range: I 4

Board Approved: 04/13/2023 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Business Services Administrator is responsible for assigned areas related to Business Services including purchasing, contracts administration, fixed assets inventory, insurance, and risk management.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Manages areas related to Business Services, such as purchasing, contracts administration, fixed asset inventory, insurance, and risk management; oversees and provides support in assigned areas and is responsible for ensuring work is completed accurately and in a timely manner; ensures compliance to established policies and procedures.
2. Participates in the coordination of procurement activities within the enterprise resource planning system, managing district-wide contracting, maintaining asset inventory, and manages the liability and property insurance program.
3. Plans, prioritizes, assigns, supervises, reviews, and participates in duties related to District-wide purchasing, contracting, asset inventory, insurance, and risk management.
4. Analyzes business, fiscal and facilities legislation affecting the district, and makes related recommendations.
5. Establishes schedules and methods for providing technical procurement and contracting services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
6. Maintains records and prepares reports concerning operations, programs, and activities.
7. Assists in the coordination and response to property and liability claims.
8. Stays current with laws and regulations pertaining to contracts and property liability; implements changes as required.
9. Participates in the development and implementation of goals, objectives, and policies and procedures to support campus fiscal and business operations; makes recommendations for changes and improvements to existing standards, policies, and procedures; monitors work activities to ensure compliance with established policies and procedures.
10. Assists with the budget process and in the development of assigned budget(s); collects and analyzes financial data; reviews and analyzes budget requests; creates data tracking and reporting systems and monitors status.
11. Participates in the selection of assigned staff; provides or coordinates staff training.



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12. Provides information and assistance to administrators, staff, and the public, responds to inquiries, coordinates communications with other departments and a variety of outside governmental offices and agencies.
13. Participates in year-end closing of the general ledger for year-end financial reporting.
14. Participates in the annual audit with internal and external auditors; assists to ensure audit is completed within District timelines.
15. Prepares reports for governmental jurisdictions and business matters as needed.
16. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of procurement, contracts, assets, and insurance; incorporates new developments as appropriate into programs.
17. Supports the appropriate administrator with special projects and workflow process improvements.
18. Performs related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a community college district procurement, contracts and insurance programs.
- Pertinent federal, state, and local laws, codes, and regulations.
- Property procedural requirements as they relate to property claims processing and management.
- Principles and practices of accounting and finance as related to a community college district.
- Application of electronic data processing to accounting practices and reporting requirements.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping and internal control.
- Principles of business letter writing and basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Generally Accepted Accounting Principles (GAAP), California Community Colleges Budget and Accounting Manual (BAM).

Ability to:

- Analyze and solve problems.
- Understand financial reporting and general ledger structure.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.



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- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.
- Prepare clear and concise reports.
- Plan, organize and participate in financial and statistical record-keeping activities.
- Plan and organize work to meet changing priorities and deadlines.
- Respond to questions and inquiries from employees and outside suppliers with tact and proficiency.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

A Bachelor's Degree from an accredited college or university with major course work in accounting, finance or related field.

Experience:

Three (3) years of increasingly responsible general business services experience that includes one (1) year of increasingly responsible experience in procurement and contracts administration.

Equivalency Provision:

In the absence of a Bachelor's Degree, an Associate's Degree or sixty (60) units from an accredited college or university with major course work in accounting, finance or related field and four (4) years of increasingly responsible general business services experience that includes two (2) years of increasingly responsible experience in procurement and contracts administration is qualifying.

Preferred Experience:

1. Experience working in a California community college or any public agency business office environment.
2. Experience working as a supervisor or lead.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and



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twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.