

PERALTA COMMUNITY COLLEGE DISTRICT - December, 1999

CLASSIFIED JOB DESCRIPTION

**SUPERVISOR, ADMINISTRATIVE AND BUSINESS SUPPORT SERVICES
(SEIU Local 1021 Salary Range 105)
Job Code: 855**

CLASS PURPOSE

Under general direction of the Business and Administrative Service Manager, serves as the major resource person for all areas of administrative and business support services college-wide. Provides technical and professional level assistance in the development, monitoring and systems operation of the college budget and associated complex records. Plans and develops methods and procedures to implement and administer overall activities, develops and coordinates achievement of administrative goals and objectives.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- plans, develops, coordinates, supervises and implements the daily activities of administrative and business support college-wide
- maintains a repository of college fiscal data, state and federal statistics on fiscal and budget matters; develops relevant reports, facts and information necessary for sound management
- reviews grant proposals, contract education and other funding as it pertains to categorical funding projects and acts as resource person in preparation of same
- prepares reports for the district, local, state and federal agencies as required; acts as liaison with District and other site personnel
- provides work direction for classified personnel assigned to administrative and business support services
- exercises oversight and monitoring of day-to-day activities of Bursar and Staff Assistant/
Business – accounts receivable/accounts payable, trust accounts, cash control and cashiering functions.
- responsible for the Office of Administrative and Business Support Services in the absence of the Business and Administrative Services Manager

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- analyzes, develops, recommends and assists in the implementation of the budget for the college
- performs technical database programming; downloads, analyzes and reconfigures budget data to be used for special reports
- evaluates, analyzes and recommends update of procedures for automating systems and for upgrading and improving existing systems
- prepares actual pro-rata cost reports for each term for reconciliation of instructional assignment costs
- conducts site training seminars, as needed on proper accounting procedures and on-line financial and personnel systems
- coordinates corrective procedures with personnel throughout the college to resolve business and accounting issues; streamlines and improves internal control
- creates appropriate work tools using software applications such as computer spreadsheets to improve data recording and report preparation
- serves as liaison with external and internal auditors and makes recommendations in response to audit findings to ensure proper internal controls and maintains adequate segregation of duties
- establishes and maintains effective relationships with a variety of faculty, staff and administrators
- assists project directors and managers with interpretation and use of their budgets to assure fiscal control and compliance with grant and contract regulations
- prepares and supervises budget transfers, budget and payroll adjustments, and payroll encumbrance corrections
- represents Business and Administrative Services Manager at college, district and community meetings
- plans, trains and schedules additional staff support to maintain department work flow
- establishes departmental and college-wide Business Support Services deadlines and procedures
- assists manager with special projects as needed
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. A Bachelor's Degree from an accredited college or university in accounting, business administration or a related field and four (4) years of experience performing professional level work in the analysis, development, preparation and maintenance of accounting and budgetary records; or an equivalent combination of training and qualifying experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word, spreadsheet and database management software applications (e.g., MS Word, excel, Access and PowerPoint software) and the internet.

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3. Knowledge of and ability to apply governmental accounting practices and procedures.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - accounting and financial record-keeping principles and procedures
 - office methods and equipment
 - principles and techniques of budgetary and fiscal analysis
- Ability to:
 - establish and maintain cooperative working relationships with those contacted in the course of work
 - perform difficult accounting, fiscal and budgetary analysis and record-keeping
 - ability to speak and write effectively
 - train and supervise personnel

MENTAL REQUIREMENTS

- analytical in mathematical comparisons

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level

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- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A