

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Business Office Support Supervisor

Unit: Supervisory and Professional

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Job Code: D1329
Original Date: 07/2015
Last Revision: 07/2015
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 09

DEFINITION

Under the direction of the Vice President of Administrative Services or assigned manager, assist in the daily organization and coordination of a wide-variety of administrative and business related functions, such as facilities usage, maintenance and operations, and accounting for campus operations; maintain liaison with other site and District administrative staff to ensure coordination of activities; directly supervise administrative services personnel.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Business Office Support Supervisor classification assist in the daily organization and coordination of a wide variety of campus related functions. As compared to the Clerical Supervisor classification who plans and supervises the work of classified staff engaged in varied clerical and technical activities, the Business Office Support Supervisor classification relieves the workload of a Vice President of Administrative Services in the day-to-day operations on campus, excluding functions in student services and instructional services, requiring a high level of knowledge and abilities related to the business office functions on a campus.

EXAMPLE OF DUTIES

1. Assist in the planning, organization, and coordination of the programs, personnel, operations, and activities of all business office programs at a campus and ensure compliance with District policies, California Education Code, and State and federal regulations.
2. Initiate and coordinate accounting functions, budget development and management, expenditure control, purchasing control, student accounting, and college cash management related to facilities operations, maintenance and planning, facilities rental, capital construction, personnel services, technology services, print and mail services, safety and security, and auxiliary services such as bookstore and food services. Assist in the preparation and administration of the campus wide annual budget. Maintain liaison with other site and District administrative staff to ensure coordination of activities.
3. Coordinate campus level personnel services with District and college staff to ensure timely and accurate payment to employees in accordance with District policies and procedures, California Education Code, State and federal requirements, and collective bargaining agreements. Follow up with District Human Resources staff on corrections to payroll transactions. Coordinate responses to employees' inquiries concerning retirement, benefits, leaves, earnings, compensatory time, and overtime. Ensure that staff members are provided a variety of current information regarding personnel/payroll functions. Coordinate campus-wide recruitment activities for classified and academic positions in collaboration with Human Resources staff.
4. Coordinate college operation activities and special events; maintain event and facilities master calendar; coordinate and schedule public use of campus facilities or campus use of non-campus facilities, which may include applications, permits, liability insurance, and fees collected.
5. Maintain key control; establish keying requirements and assign key codes for new buildings on campus, including training campus staff on key system software and the processing of keys.
6. Coordinate maintenance and operations activities to ensure timely and effective campus maintenance as appropriate.
7. Participate in college long-range planning for programs, services, grants, facilities, and technology.

8. Assist in the development and administration of the college's administrative and business related policies, procedures, and regulations; assess the effectiveness of all programs and services.
9. Train, supervise, evaluate, and provide work direction and guidance to assigned staff. Coordinate the evaluation of various campus contract staff; notify managers of staff evaluations due and scheduled processes.
10. Participate on campus and District committees as assigned; maintain liaison with other site and District administrative staff to ensure coordination of activities. May act as campus representative; may assist in project planning and development.
11. Operate modern office equipment, including computers and word processing, spreadsheet, and database software applications to prepare a variety of correspondence, reports, and other materials.
12. Maintain or supervise the preparation and maintenance of complex records.
13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of local, State, and federal laws, rules, and regulations.
- Computer hardware and software.
- Computer information systems operations, application, and implementation, including budget, human resources, and financial management.
- District collective bargaining processes and agreements.
- District organization, operations, policies, and objectives.
- District personnel, budgeting, and accounting procedures.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Office management.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Principles, practices, terminology, and organization structure used in accounting and financial work.
- Principles and practices used in budget analysis, preparation, and maintenance.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data for statistical and narrative reports and develop summary conclusions and recommendations.
- Establish and maintain effective working relationships with others.
- Interpret, apply, and explain laws, rules, policies, and procedures related to assigned duties.
- Maintain records and prepare reports.
- Maintain various budget accounts.
- Make arithmetic calculations quickly and accurately.
- Meet schedules and time lines.
- Operate a variety of standard office equipment, including computers and business-related software.
- Plan, organize, and supervise work.
- Train, supervise, evaluate, and provide work direction and guidance to others.
- Understand and follow oral and written directions.
- Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: a bachelor's degree in public or business administration or related field and two years increasingly responsible experience in accounting, budget, human resources, or related field, including experience in a lead and/or supervisory capacity.

WORKING CONDITIONS

Physical Requirements:

Category III.

Environment:

Favorable, usually involves an office.