

## Job Description

Job Title: **Enterprise Services Specialist**  
 Job Family: **Enterprise Services**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **October 9, 2007**

Job Code: **1169**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 22**  
 Typical Work Year: **12 months**

**SUMMARY:** Provides varied accounting, monitoring, purchasing, and administrative services for Enterprise Services. Also maintains software, performs training, and maintains department databases and spreadsheets.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Accounting: <ul style="list-style-type: none"> <li>• Prepares reviews, reconciles, and processes invoices and credits. Assigns appropriate coding.</li> <li>• Enters invoices into accounts payable system.</li> <li>• Reviews and verifies department and site petty cash reports.</li> <li>• Researches and responds to billing questions from vendors and district personnel.</li> <li>• Computes and performs journal entries to the General Ledger as required for department.</li> </ul>	Daily	50%
2. Computer Training and Support: <ul style="list-style-type: none"> <li>• Conducts classroom training for employees. Develops training materials and manuals.</li> <li>• Assists and coaches site directors with computer systems. Installs computer system updates. Develops emergency manual back-up systems.</li> <li>• Provides direction for and problem solves with employees. Coaches site director when operational corrections are required.</li> </ul>	Daily	20%
3. Purchasing: <ul style="list-style-type: none"> <li>• Develops bid specifications and standards to ensure lowest pricing, promotes competition and maintain quality.</li> <li>• Evaluates, analyzes, tabulates, and recommends bid awards to users by considering price, quality and delivery.</li> <li>• Advise site directors on pricing availability and sources of supply.</li> <li>• Resolves delivery, quality, warranty, billing and credit issues.</li> </ul>	Daily	10%
4. Information Analysis: <ul style="list-style-type: none"> <li>• Maintains and creates data bases, spreadsheets, and documents for department.</li> <li>• Monitors for uniform quality standards for each program.</li> <li>• Enters data, review for accuracy, analyze reports.</li> <li>• Monitors for fiscal control at each site.</li> </ul>	Daily	10%
5. Performs other job-related duties as assigned, including, but not limited to: <ul style="list-style-type: none"> <li>• Answers routine calls.</li> <li>• Schedules meetings.</li> <li>• Takes meeting notes.</li> <li>• Produces the newsletter.</li> </ul>	Ongoing	10%
TOTAL		100%

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- One year of college level courses in purchasing, accounting or business.
- Minimum of 3 years general clerical experience. Experience in computer support and training preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- American School Food Services Association (ASFSA) Certification preferred.
- Certified Public Purchasing Buyer designation highly desired.
- Ability to frequently travel among district facility locations.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Knowledge of accounting systems, Meral Computing and Summit Financial System preferred.
- Excellent computation skills.
- Excellent analytical skills.
- Knowledge of purchasing/ordering process.
- Knowledge of and ability to use MicroSoft OfficeSuite.
- Conflict resolution, problem solving skills and persistence.
- Ability to promote and follow Board of Education policies, Superintendent Policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Normal office equipment such as personal computer, printer, copier, fax, phone system, e-mail.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Enterprise Services Director	5028

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	None		

- Acts as lead to Data Entry Clerk.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Oversees a budget to ensure the monies are not overspent.
- Initiates requisition orders
- Maintains petty cash (up to \$1,000)
- Maintains supplies, inventories, and equipment.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk			X	
Hear			X	
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds			X	
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>

	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	