

KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Business Information System Specialist (Confidential)	
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO: Director of Business Services
EDUCATION:	BS in Business Management, Office Management, with coursework in Databases/Information Systems, or related field preferred.	FLSA Status: Exempt
LENGTH OF WORK YEAR:	Hours and days as specified on posting	
EVALUATION:	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.	
GENERAL JOB QUALIFICATIONS:	<p>Some positions with the Klamath County School District require: a BS Degree from an accredited institution, or Transcripts proving the applicant has completed two (2) years in an institution of Higher Education, or a passing grade on a General Knowledge Test given by Klamath County School District.</p> <p>Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets.</p>	

MINIMUM QUALIFICATIONS:

- Knowledge of business English and Math, office management/workflow practices, and ability and willingness to work in teams.
- Demonstration experience and/or education in computer (hardware and software) operations, including: word processing, spreadsheet development, and database management.
- Ability to effectively manage a robust business management information system.
- Knowledge of fiscal and budget systems.
- Ability to respect all confidential information.
- Ability to perform well under pressure (both time and quantity).
- Ability to work independently.
- Ability to maintain cooperative relationships and effectively communicate both orally and in writing.

ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)

1. Primary contact for all district fiscal information reports. Communicates with District Directors regarding all Compliance Reports.
2. Provides general department support to Director of Business Services and route questions/calls/requests to appropriate sources. Provides back-up for Accounts Payable, including processing of Purchase Orders, payments to vendors, etc.
3. Accurately complete and upload Oregon Department of Education reports, Fiscal and Budget reports, District Bond Collections, Building Collections and other district reports as requested.
4. Assists Director of Business Services with all financial system generated reports and special project requests.
5. Assist with budget preparation, including budget document data entry and formulation. Assists in building Position (Personnel) Budget Statement (Confidential as expressed in negotiation descriptions). Assists with distribution of budget documents and coordinates Budget Committee letters, notices, publication of meetings.
6. Provide general secretarial support to department supervisors.

7. Assists with audit preparation and fieldwork. Prepares the final audit document for printing and submission for the Comprehensive Annual Financial Report (CAFR).
8. Primary contact for financial software and vendors to troubleshoot and reconcile software issues.
9. Administrator of financial software and assigns Sungard application accesses to employees under the direction of the Director of Business Services.
10. Acts as back-up to School Information Specialist as needed for Student Information System software.
11. Project lead and administrator for the implementation of PaySchools, a credit card acceptance program for the District for online payments and transactions.
12. Forecast5 Analytics user, a planning software that creates budget projections and scenario's for student and financial data.
13. Maintains master list of Certificate of Liability Insurance for the District.
14. Responds to requests for Construction Excise Tax waivers, works with the Klamath County Planning/Building Departments and provides appropriate documents for submission to the Board for approval.
15. Drafts all construction and related professional services contracts for the District. Assists in the tracking and monitoring of debt issuances and construction project expenses.
16. Maintains District contracts, titles, deeds, debt files and archiving for the business services department.
17. Updates District insurance binder for any changes in our District buildings, new equipment, projects and or remodels.
18. Notary of Public for the District Office.
19. Assists with State purchasing requirements and guidelines.
20. Verifies all District level bank deposits and submits electronic deposits weekly.
21. Regular attendance is an essential function of this position.
22. Perform other tasks as assigned by supervisors or Director of Business Services.

PHYSICAL REQUIREMENTS (Mark appropriate box)

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount lifted by worker without assistance: No more than 75 lbs.					
If required, lifts over <u>75</u> lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum amount carried by worker without assistance: No more than 75 lbs.					

If required, carrying over 75 lbs. are performed with two or more people or lift devices.

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.			x		
11-20 lbs.			x		
21-50 lbs.			x		
51-75 lbs.			x		
76-100 lbs.	X				
> 100 lbs.	X				
Maximum weight of object pushed/pulled by worker: No more than 75 lbs.					
Distance: _____ Type of Surface: (i.e. level, carpet, tile): _____					

ENVIRONMENT (WORK CONDITIONS)
Works Inside <u>100</u> % of the time
Temperature Extremes: No
Works on or around moving machinery or mechanical parts: No

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop				x	
Twist			x		
Crouch/Squat			x		
Kneel			x		
Crawl		x			
Walk-Level Surface				x	
Walk-Uneven Surface		x			
Climb Steps			x		
Climb Ladder			x		
Work at Heights			x		
Reach at or Above Shoulder			x		
Reach Below Shoulder			x		
Use of Arms			x		
Use of Wrists			x		
Use of Hands			x		
Grasping/Squeezing			x		
Operate Foot Controls	x				

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				x			
Standing				x			
Walking			x				
Change Positions			x				

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

Print Employee Name Employee Signature Date

Employer Representative (Immediate Supervisor):

Print Name Title Signature Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

For physician to complete:

Is this job appropriate? Yes No Date of Release: _____

If not released to regular work at this time, please provide an "ANTICIPATED" DATE: _____

Physician's Signature Date