

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
BUSINESS SYSTEMS SUPPORT SPECIALIST**

DEFINITION:

Under supervision of the Assistant Superintendent-Business Services, the Business Systems Support Specialist will assist with the development, documentation, testing, training, and implementation of new and existing computerized business systems; develop and provide system support and services.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Assist in the development, testing, and implementation of new and existing computerized business systems.
- Test new systems, features and enhancements; develop and utilize test data in the operating system and evaluate and report on results; assist and provide support to system users, answer user questions, explain system operation and requirements, and serve as a liaison between system users and technology staff with regard to system applications, changes, hardware, communications and other system operations issues
- Analyze system user concerns, requirements, and requests for system features and uses; identify and make recommendations regarding applications, modifications, and enhancements to existing systems to accommodate user needs.
- Analyze hardware and software issues affecting system users, troubleshoot and prioritize these issues. Work closely with vendor and technology staff to correct hardware and software issues affecting the various computerized business systems.
- Develop and provide system support and services to system users with regard to financial, budget, personnel, payroll, stores, purchasing, and fixed assets systems.
- Assist in the preparation of documentation and user support materials and newsletters to assist system users; develop, organize and write user manuals, guides and other documentation.
- Develop and prepare training materials and provide support for system user training workshops; present new systems, features, and enhancements; provide one-on-one training as needed.
- Perform required audit of all non-payroll cash disbursements processed through the accounts payables process.
- Review and certify all aspects of attendance reporting.
- Maintain a system of mandated cost reporting to maximize the generation of valid claim reimbursements.
- Monitor and maintain a control system for memorandums of understanding and any other such agreements generating revenues for the department.
- Perform related duties as assigned.

- Drive occasionally for department business (optional).

QUALIFICATIONS:

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described.

Knowledge of:

Accounting, budgeting, payroll, retirement, personnel, and purchasing principles in public education; operation of client-server and microcomputer equipment; database concepts, including file specifications and layouts; LAN & WAN network systems at a basic level; application of business systems to user needs in public education; correct English usage, grammar, spelling, punctuation and vocabulary; applicable sections of the Education Code and other applicable laws, rules, policies, etc.; interpersonal skills using tact, patience and courtesy.

Ability to:

Serve as a technical resource concerning computerized business system; read, interpret, and explain complex and technical reports, manuals and related materials; design and write technical system documentation; train and present to individuals and to groups; provide direction to others while maintaining excellent customer relations; type or input data at an acceptable rate of speed; learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures; operate standard office equipment including a computer and assigned software; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; meet schedules and time lines; maintain confidentiality of sensitive and privileged information.

Experience and Education:

Any combination equivalent to a degree in computer information science, business, accounting or a closely related field OR three years of increasingly responsible experience in a business or computer related position that included two years of accounting, systems analyst, or the equivalent in a school district business office.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.