



HUMBLE INDEPENDENT SCHOOL DISTRICT

Job Description

Business Operations Specialist

Page 1 of 3

Reports to:	Director of Operations Business
School/Department:	Operational Support Services Division
Pay Grade:	Office Professional/CS5
Wage/hour status:	Non-Exempt
Work Days:	226
Created/revised:	September 2022

Primary Purpose:

Provides office professional support effectively and efficiently and performs secretarial/clerical duties on tasks that require an understanding of accounting systems, policies, and procedures in processing transactions and related documents associated across all operational areas of the Maintenance & Operations/Energy Management Department.

Qualifications:

Education/Certification:

- High School Graduate or GED
- Nine (9) hours of business administration coursework or comparable preferred from an accredited college or university recognized by the US Department of Education

Special Knowledge/Skills:

- Knowledge of a body of standardized regulations, requirements, procedures, and operations associated with maintenance type activities
- Knowledge of principles and practices of utility review and process and monitoring
- Skill in operating computer for data entry/information retrieval plus basic office equipment such as copier, fax, scanner
- Skill in assisting telephone and walk in customers using proper telephone etiquette and customer service techniques in a fast, friendly, and flexible manner
- Skill in assisting with usual routines and practices associated with a busy, yet productive and smoothly run office
- Skill in keyboarding, Microsoft Word, Power Point, Excel, Financial systems (Tyler MUNIS preferred), and web based data management systems and software packages
- Skill in importing data into a tracking system
- Skill in analyzing activity, troubleshooting, and applying appropriate resolution to problem situation
- Skill in reviewing data and explaining effectively trends, patterns, or other data interpretations
- Skill in reconciliation, proofreading, collecting, tabulating, and evaluating data
- Skill in basics mathematical calculations, data entry, and detailed numerical/clerical work
- Skill in accurately processing transactions
- Ability to perform duties with attention to detail, speed, accuracy, follow-through, courtesy, cooperativeness, and work with minimum supervision
- Ability to follow Humble ISD policies and procedures
- Ability to organize and prioritize tasks and coordinate multiple projects to meet specific deadlines
- Ability to maintain confidentiality of privileged and sensitive information
- Ability to maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times
- Ability to communicate effectively with tact and diplomacy and provide a high level of customer service to customer service to employees, administrators, district officials, co-workers, and outside organizations.



Experience:

- Three years of verifiable secretarial/clerical experience in a professional office setting with bookkeeping exposure
- School district, college/university, or government setting in a large maintenance department preferred
- Experience in auditing, accounting, budgeting or comparable environment with preferable experience in utility billing, auditing, and analyzing exposure for a large public or private sector employer helpful

Major Responsibilities and Duties:

Maintenance & Operations/Office Professional Support

1. Receive and review all district utility bills (electricity, gas and water), including contacting utility companies when necessary to resolve billing issues or possible errors.
2. Enter pertinent data for each utility bill into the energy tracking software program
3. Review purchase orders, contracts, travel orders, and other claims or commitments against obligated funds.
4. Enter data into accounting or other maintenance systems, correct invalid/incorrect entries, and prepare balances to check the status of accounts.
5. Review documents such as vouchers, purchase requests, work orders, and contract invoices to verify budgetary account codes and dollar amounts.
6. Perform a variety of administration duties involved in contracts; prepare contract change orders in compliance with project specifications.
7. Prepare purchase orders for contractors and consultants during design and various project phases; prescribe purchase order functions to ensure that policy and procedure formats are followed; receive and review invoices; authorize payments.
8. Track project work in progress and verify project completion; prepare weekly statements of working days for all projects and prepare necessary documentation for closure of projects.
9. Prepare, maintain and update a variety of project files, reports and correspondence; prepare notices of completion for projects as needed.
10. Prepare and process monthly progress payments and invoices for timely payments; compile data and prepare regular and periodic letters.
11. Respond to requests and inquiries from the general public, contractors and other individuals regarding contract compliance issues; provide information within area of assignment.
12. Obtain and organize pertinent data as needed and put into usable form for department supervisors
13. Handle correspondence such as reports, notices, liens, and communications pertaining to the M&O Department
14. Process department requested documents in an organized, accurate, and timely manner.
15. Work with campuses regarding scheduling, determine satisfaction and feedback of work performed.
16. Work with various other District departments regarding contracts, policy, and required documentation.
17. Enter purchasing information into Schooldude.
18. Assist with Asset management software and departmental audits.

Records, Reports, and Correspondence

1. Comply with all Board policies and employee handbook policies are followed.
2. Prepare correspondence, forms, reports, manuals, and presentations for Energy Manager and other department staff members.
3. Compile, maintain, and file all reports, records, and other documents as required.
4. Maintain records received and keep files and binders orderly and current.
5. Assist in the preparation of department spreadsheets.
6. Maintain accurate and up-to-date physical and computerized records.



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Page 3 of 3

Communication

1. Maintain a positive and effective relationship with coworkers, supervisor, District officials and employees, vendors, and outside agencies and organizations.
2. Provide outstanding customer service.
3. Maintain good judgment and decision making when dealing with supervisor, co-workers, District officials and employees, vendors, and outside agencies and organizations.

Other

1. Maintain confidentiality of privileged and sensitive information when received and distributed to appropriate designees as directed by the directors.
2. Attend professional growth activities to keep abreast of innovations related to position.
3. Maintain an organized work environment.
4. Perform other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, printer, copier, telephone, scanner, and fax machine

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress

Able to multi-task and meet deadlines

Periodic prolonged and irregular work hours

Occasional travel inside and outside of school district boundaries

Workload is deadline driven

Prolonged use of equipment and computer with repetitive hand motions

Offices and office atmosphere may be open, noisy, and hectic with multiple employees working in large open rooms containing two or more desks and equipment. Frequent interruptions with employee must be able to focus despite noise level and movement within the office area.

Requires performing tasks mostly standing, walking, bending, stooping, sitting, pushing, pulling, lifting (up to 30 lbs)

Occasional prolonged and irregular work hours – flexibility with schedule preferred

Frequent contact with parents, general public, and/or district/campus employees

Daily attendance and punctuality are essential functions of the job

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by _____

Date _____

Reviewed by _____

Date _____