



POSITION DESCRIPTION

JOB TITLE: Business Specialist Job Class:	
DATE	Chief Academic Office Business Services
BARGAINING UNIT: ASC	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Ensures compliance and oversight of both grant and Board budgets and expenditures within the Chief Academic Office. Ensures collaboration between areas and avoids duplication of services. Develops collaborative relationships with state and federal agencies as well as other agencies that provide grant funds to the district, works with CAO staff on contracts, RFPs and all matters related to finance and procurement.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Oversees and manages all budgets within the Chief Academic Office (CAO).
2. Provides guidance and monitors grant implementation within the CAO.
3. Works collaboratively with CAO staff on the development and execution of RFPs and contracts.
4. Recommends modifications to language and conditions of contracts when appropriate. Advises staff on missing or inadequate elements of a contract.
5. Works with CAO staff on implementing effective procurement procedures.
6. Oversees and supervises the textbook adoption process from start to finish.
7. Investigates problems and complaints involving MPS contracted vendors within the Chief Academic Office and recommends appropriate solutions.
8. Actively supports the MPS Strategic Plan.
9. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Chief Academic Officer

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Oversees the Textbook Coordinator

JOB REQUIREMENTS: 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 ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Bachelor's degree in Finance, Accounting, Business Management, Public Policy Administration or closely related field. Master's degree is desirable.

Experience Requirements

Three to five years experience in Finance, Accounting, Budgeting, Business Research or closely related field. Public sector experience is preferred. Emphasis in research techniques is highly desirable.

Knowledge, Skills, and Abilities

Effective oral and written communication skills, and good interpersonal skills in order to establish effective business relationships both within and outside Milwaukee Public Schools. Must be able to analyze and solve problems. The ability to gather data, compile information and prepare reports is required. The ability to assess contract compliance and the quality of products or services is required. The position requires the ability to manage numerous projects with varying deadlines and operate with minimal supervision. Incumbent must be proficient in Microsoft office products, including word processing and spreadsheet software AND should have knowledge of computerized accounting systems. Must be able to excel in a fast-paced environment. Discretion and confidentiality is required. Strong negotiation skills are required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.