



POSITION DESCRIPTION

JOB TITLE: Business Specialist, SNS Job Class:	
DATE	Office of the Chief Operations Officer School Nutrition 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: Plans, directs and coordinates the business operations of the Division of School Nutrition Services to include managing daily operations, project management, budget development and management, contract administration, coordination of agreements.	

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. Directs and coordinates the School Nutrition Services (SNS) financial and budget activities to fund operations, maximize revenue and increase efficiency.
2. Oversees and coordinates the SNS monthly claims process to meet deadlines for submission timely.
3. Manages business operations related to contractual services, contract negotiations and asset allocations.
4. Reviews financial statements, activity reports, fees and charges and other performance data to measure productivity and goal achievement and to determine areas in need of cost reduction and program improvement.
5. Confers with the Financial Operations to ensure proper accounting procedures and reporting requirements.
6. Establishes and implements departmental policies, goals, objectives and procedures; conferring with district officials and division staff members as necessary.
7. Develops and manages operational guidelines and communication systems, including operation calendars, policy and procedure manuals and business plans.
8. Determines, prepares and coordinates marketing strategies, pricing strategies and procedures for on-line payment systems based on customer demands.
9. Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.

10. Makes procedural and operational improvement recommendations to the SNS Administrator.
11. Actively supports the MPS Strategic Plan.
12. 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 Administrator, SNS.

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.

Coordinates responsibilities for the Account Clerk.

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.)

A bachelor's degree in business administration/accounting or a related field is required; a CPA is preferred.

Experience Requirements

Three to five years of experience in program management to include budgets and contracts. Experience with a large-scale service organization is desired.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. Must be able to work effectively with diverse groups. An understanding of Federal Nutrition Programs is desired. Must be able to develop reports, prepare written correspondence and board items. Must be able to work independently on time-sensitive and complex issues. Experience developing a budget is required. Effective research and analytical skills are necessary. Advanced PC experience is required with MS Office and various database applications.

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.