

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Campus Business Assistant			<i>BOT Date:</i> Aug 15, 2001
<i>Level:</i> I	<i>FLSA Status:</i> Nonexempt	<i>Class Code:</i> N0926	<i>Adm. Rev:</i>

GENERAL DESCRIPTION

Responsible as campus resource for reconciling and coordinating business and administrative related matters such as contracts, budget, payroll, personnel actions, and property inventories.

Serves as central campus control to review, monitor and process Human Resources transactions, agreements for services, supplemental contracts, budgetary actions and related administrative tasks.

KEY RESPONSIBILITIES		% OF TIME
1.	Updates, monitors, balances Campus President's budget, FSPD budget, extension center budgets. Prepares requisitions and contracts.	15%
2.	Develops, schedules, and plans budget report generations requested by Campus departments and reconciles budget problems between the Campus and the District Office. Serves as Campus resource person to answer budget questions.	10%
3.	Provides budget and contract process training for Campus staff.	10%
4.	Conducts review of contract documents to ensure conformance to College requirements and policies. Processes contracts for payment.	25%
5.	Maintains contract database and contract files. Prepares related correspondence.	15%
6.	Serves on Campus committees as assigned.	10%
7.	Coordinates inventory controls and maintains inventory location database for the Campus.	5%
8.	Acts as resource to answer questions and assist with processing of contracts and personnel actions.	5%
9.	Collect and process information for Campus personnel. Obtain required Human Resources documentation and forms; review for completeness, and insures same prior to forwarding to Human Resources. Serve as central control for processing all personnel actions.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
<i>Education:</i>	Associate's Degree required.	
<i>Experience:</i>	3 to 5 years.	
<i>Planning:</i>	Plans events that are expected to occur on a quarterly basis. The scope of planning activities is a large group or department.	
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions that typically affect the department, but may at times affect operations, services, individuals, or activities on the campus.	
<i>Impact on Budget:</i>	Provides supportive advice, analysis, or related services that impact the expense or revenues, but with no authority to actually spend the budget. May collect or process revenues/expenses. Incidental or indirect impact on grants.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data. Solutions can be found by using methods chosen in other situations.	
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures.	
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Requires judgment such as setting priorities, evaluating results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.	
<i>Communications with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, and regular external contacts to carry out programs and to explain non-specialized matters or work involving policies and procedures.	
<i>Supervision of Others:</i>	Supervision of others is limited to the direction of student or temporary workers, and requires a thorough knowledge of departmental activities and understanding of work conducted in other departments.	
<i>Job-Related Knowledge:</i>	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon these guidelines. May work with software applications and retrieval of data.	
<i>Innovation/ Creativity:</i>	Requires original and creative thinking to develop new, moderately complex results. The results can impact work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work is typically performed in an office, library or computer room and may involve intermittent sitting, standing and stooping.	