

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Business Assistant			<i>Adm. Rev. Approved: May 24, 2006</i>
Level: I	FLSA Status: N	Class Code: N0929	<i>Approved by: College President</i>

### GENERAL DESCRIPTION

Responsible for administrative and business functions related to departmental operations such as budget management, contract management, database management, property inventories, report generation, etc. and serves as departmental resource for monitoring, reconciling, and responding to business matters.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Updates, monitors, and balances departmental budgets. Prepares requisitions and contracts.	40%
2.*	Develops, plans and schedules budget report generation for department and reconciles budget problems among departments.	10%
3.*	Provides budget and contract process training.	10%
4.	Conducts review of contract documents to ensure conformance to College requirements and policies. Responds to inquiries and processes contracts for payment.	10%
5.*	Maintains contract database and contract files. Prepares related correspondence.	10%
6.	Serves on committees as assigned.	5%
7.	Coordinates inventory controls and maintains inventory location database.	10%
8.	Serves as resource person to answer budget and contract questions.	5%
9.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Class Title: Business Assistant	Class Code: N0929	Level: I
<b>KEY JOB REQUIREMENTS</b>		
Education:	Associates Degree or educational equivalent.	
Experience:	5 to 7 years of prior work related experience.	
Planning:	Plans events that are expected to occur from one to four weeks in the future or on a monthly basis. Scope of planning is department or equivalent.	
Impact of Actions:	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues/expenses.	
Impact of Decisions:	There is moderate responsibility for making recommendations or decisions, which typically affect department, but may at times affect the operation, services, individuals, or activities of others outside the department.	
Complexity:	Work consists of moderately complex procedures and tasks where basic analytic ability is required. Work may involve the comparison of numbers, selection of appropriate guidelines and procedures, or identification of appropriate actions to follow. Answers are usually found by selecting from specific choices defined in policies or procedures.	
Decision Making:	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.	
Problem Solving:	Problems generally involve the selection of standard procedures, organizing work, and checking results. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
Communications with Others:	Requires regular contacts within the department and periodic contacts with other departments, supplying or seeking information on specialized matters. Requires regular contact with outside agencies and the general public, supplying or seeking information on specialized matters.	
Supervision of Others:	Involves no responsibility or authority for the direction of others.	
Job-Related Knowledge:	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, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.	
Innovation/Creativity:	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
Working Conditions/Physical Effort:	Office, library, or computer room. Intermittently sitting, standing and stooping.	