

CLASSIFICATION DESCRIPTION
Business Services Coordinator & Executive Assistant
to the CFO/Executive Director of Business Services

TITLE OF IMMEDIATE SUPERVISOR: CFO/Executive Director of Business Services	DEPARTMENT: Business Services	FLSA STATUS: Exempt
ACCOUNTABLE FOR (Job Titles):	PAY GRADE ASSIGNMENT: Executive Employees Association Administrative Salary Schedule, Pay Group 1	

GENERAL SUMMARY OR PURPOSE OF JOB:
<p>The essential duties of this position encompass all areas of work conducted by the District, Chief Financial Officer (CFO) and School Board. It accesses the highest level of district information from administrative decisions and policy discussion, to confidential legal and personnel issues, as well as labor negotiations and school board elections.</p> <p>With limited to no administrative direction, initiate and coordinate the Business Services department. Develop, review, coordinate and negotiate non-labor district contracts and agreements. Supervise School Board elections. Manage and support District insurance policies for cyber, general liability, commercial umbrella and automotive. Know, understand and enforce compliance with Minnesota Government Data Practices Act (MGDPA) for all data requests made to the District. Create, collect and compile information for the monthly Business Services school board report.</p> <p>Provides executive level support to the CFO/Executive Director of Business Services requiring a high degree of awareness, tact, creativity and initiative in managing and/or completing projects and resolving complex work problems or processes.</p>

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Contracts: Administer the contract process for the District. Develop, review, amend, coordinate and negotiate district non-labor contracts (contracts, leases, agreements, memoranda of understanding, etc.). Ensure all contracts contain the necessary protections for the District, coordinate input from appropriate departments. Identify when legal advice is needed and consult with district's attorneys as appropriate. Maintain district contract template, consult and assist those that use it to create viable, legally binding contracts.	25%
2.	Election Clerk: Supervise local/district election process (elections process includes regular school board elections, special school board elections, and levy referendums) throughout the year as primary contact for the City of Duluth, Saint Louis County, City of Rice Lake, four adjacent townships and two adjacent unorganized precincts. Manage and monitor the budget and ensure all expenses are paid. Research regulations to answer questions. Apply detailed knowledge of election procedures, Minnesota state law, and emergency training to manage type and scope of each election, address and resolve unforeseen events and ensure fair and legal process. Requires certification.	10%
3.	Provide support for the CFO/Executive Director of Business Services: Includes managing schedules, electronic communications, information gathering, word processing, travel arrangements, preparation of professional leaves and reimbursements as necessary. Gather and prepare information for scheduled meetings; follow up on progress and status of projects as needed, etc.	15%
4.	Greet public, answer calls (including the District Operator line), and direct questions to appropriate personnel; receive, post and distribute mail, provide Public Notary services to District, maintain District website pages as apparent or assigned.	5%

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5.	District Insurance: Administer the District's liability insurance. Review, manage, amend and support District insurance policies for cyber liability, general liability, commercial umbrella, and automotive policies, including non-employee injuries. Coordinate all communications and claims to district insurance agent. Function as primary contact for all district related lawsuits, pursue and obtain appropriate documents, communicate with attorneys, etc. Report all district data breaches, coordinate/facilitate restoration/reconciliation process with insurance carrier for individuals affected by data breach, such as coordinating credit reporting services and maintaining positive communication. Maintain relationships, negotiate with insurance carrier regarding annual renewal process. Create and/or obtain required information to solicit market renewals for all of the above-mentioned policies as well as workman's compensation. Propose changes to coverage and calculate potential savings.	15%
6.	Data Requests: Administer the data request process for the District. Know, understand and enforce compliance with MN Government Data Practices Act (MGDPA). Receive, clarify, research, coordinate, and track all incoming data requests for the District. Solicit legal advice as necessary. Clarify, coordinate and aggregate data responses in a timely manner. Determine and enforce collections or reimbursements per MGDPA guidelines.	15%
7.	Business Services Board report: Create, collect and compile information for the monthly Business Services School Board report.	10%
8.	Budget: Manage and monitor budget for the CFO/Executive Director of Business Services' Office.	5%
9.	Policy and Procedures: Develop and maintain District Policy documentation and support the Policy Review Process including revisions from the MN School Boards Association (MSBA) that fall under Business Services reporting area.	As required
10.	Labor Negotiations: Assist CFO with financial reports related to labor negotiations including the use of an Excel software program.	As required
11.	Serve as back up to make all airfare travel arrangements for District employees.	As required
12.	Serve as back up to set up for and attend all board meetings.	As required
13.	Serve as back up to take and publish minutes of all board meetings.	As required
14.	Serve as back up to create and maintain the permanent record of school board minutes.	As required
15.	Perform other duties of a comparable level or type.	As required

<p>MINIMUM QUALIFICATIONS: <i>(necessary qualifications to gain entry into the job not preferred or desirable qualifications)</i></p>
<p>Bachelor's degree in business, finance or related field; Two (2) years related experience in business, finance or related field; Demonstrated knowledge of:</p> <ul style="list-style-type: none"> • School Board election process • Contract design and negotiation process • Legal terminology • Data request processing • High-level proficiency with Microsoft Word, Excel, database management, and Google applications. <p>Demonstrated ability to:</p> <ul style="list-style-type: none"> • Meet deadlines while working under pressure and with frequent interruptions and/or priority shifts • Problem solve with limited to no direction. • Maintain confidentiality.

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CERTIFICATION OR LICENSING REQUIREMENTS: *(prior to job entry)*

Election Administration Training and Certification as required by Minnesota Statutes, Section 204B.25 and Secretary of State Rules, Chapter 8240 preferred, required prior to election.

KNOWLEDGE REQUIREMENTS:(Requires knowledge of)

- District policies, regulations, procedures, and processes.
- State and federal rules, regulations, policies and procedures.
- Minnesota Election Laws.
- Minnesota Government Data Practices Act (MGDPA).
- Property, Cyber and Automotive Insurance management.
- Contract design and legal terminology.
- Customer service principles and practices.
- District budgeting and payroll systems.
- Modern office methods, practices and procedures.
- Bookkeeping procedures and principles.
- Advanced to expert level personal computer operations and software applications.

SKILLS REQUIREMENTS: *(Skilled in)*

- Experience working independently and making decisions independently.
- Experience in planning, coordinating and supervising School Board elections.
- Experience with data requests.
- Experience with contract creation and negotiation.
- Experience with general liability, cyber, umbrella and automotive insurance.
- Experience with contract negotiation and development.
- Experience with planning, organizing and setting work priorities and working independently in a fast pace administrative office.
- Excellent communication and interpersonal skills including the ability to write clearly and concisely.
- Experience with meeting predetermined deadlines.
- Experience with gaining cooperation and conformance.
- Experience with interpreting, explaining and applying written and oral instruction, procedures, and regulations.
- Experience with determining priorities in the handling of unique and complex problems.
- Experience with promoting public relations and dealing tactfully and diplomatically with School Board, staff, parents and students, and the public.
- Experience with maintaining confidentiality with highly sensitive information, issues and situations.

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PHYSICAL REQUIREMENTS: (indicate according to the requirements of the essential duties/responsibilities)				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk			√	
Sit			√	
Use hands dexterously (use fingers to handle, feel)				√
Reach with hands and arms			√	
Climb or balance		√		
Stoop/kneel/crouch or crawl		√		
Talk and hear				√
Taste and smell	√			
Lift & Carry: Up to 10 lbs.			√	
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

GENERAL ENVIRONMENTAL CONDITIONS: Work is performed under normal office conditions & there are minimal environmental risks or disagreeable conditions associated with the work.

GENERAL PHYSICAL CONDITIONS: *Work can be generally characterized as:*

Sedentary Work: Exerting up to ten (10) pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Vision Requirements: (Check box if relevant)	YES	NO
No special vision requirements	√	
Close Vision (20 in. of less)		
Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

JOB CLASSIFICATION HISTORY: HR Reviewed 11/2020; Banded and Graded by Bjorklund Compensation Consulting, LLC. 11/14/20