

## Job Description

**Job Title:** Operations and Business Support Specialist

**Position Code:**

**Job Classification:** Non-Exempt

**Supervisors:** Chief Operations Officer

**Pay Grade:** 27

**Contract Length:** 245 Days

### **Job Summary**

Position works closely with Chief Operations Officer, Chief Financial Officer, and division Budget Analysts. Position assists with current financial, operational and capital project planning information to ensure it is available to both internal management and to the public. Position assists with the preparation of departmental communications and thus distribution to various planning committees, at school board meetings and work sessions. Position provides assistance with a broad-spectrum level of data tracking and analysis support as it relates to the division's operating and capital budget. Position will assist in the capture, analysis and manipulation of a variety of financial, operational, and capital improvement data for maintaining the division's public financial and facilities dashboards and associated documents.

### **Essential Duties**

1. Assists Chief Operations Officer, Chief Financial Officer, and division Budget Analysts to ensure current financial, operational, and capital project planning information is available to both internal management and to the public.
2. Provides a wide variety of data tracking and analysis support for the division operating budget, capital budget and associated databases.
3. Provides support in the development and updates of excel spreadsheets for various financial, operational, and capital initiatives.
4. Assists in the capture, analysis and manipulation of a variety of financial, operational, and capital improvement data for maintaining the division's public financial and facilities dashboards and associated documents.
5. Collects data and tracks various planning metrics associated with the operations and business teams.
6. Prepares information to be communicated and distributed at various planning committee meetings, school board meetings and work sessions related to all functions associated with the Operations and Business departments.
7. Performs other related duties as assigned.
8. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Job Specifications**

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/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's degree from an accredited four-year college or university in finance, accounting, business or public administration; 2 to 4 years of experience working with operations and/ or financial data; experience in performance measurement reporting work. Skilled in researching and compiling large amounts of data on which to base forecasts and projections experience with automated financial systems; experience using Microsoft Office Professional software. Demonstrated ability to use pivot tables and excel spreadsheet functionality to track and compile data for various financial, operational, and capital initiatives. Experienced preparing information to be communicated and distributed. Ability to understand and follow detail work procedures; ability to perform mathematical computations with speed and accuracy. Must possess excellent organizational skills and the ability to handle details accurately.

**Working Conditions & Physical Requirements**

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. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

**Supervision Exercised:** None

**Supervision Received:** Chief Operations Officer

*This job description in no way states or implies that these are the only duties to be performed by this employee. Operations and Business Support Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Chief Operations Officer or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

11/2022 CR