

SATELLITE BUSINESS SERVICES MANAGER

Center for Higher Education

DEFINITION

The Satellite Business Services Manager is responsible for managing the activities of an education satellite program, including managing the activities of classified and student staff and the admissions and registration process, assisting in the development and monitoring of the budget, coordinating with other agencies, and overseeing general office functions.

RESPONSIBILITIES

Essential responsibilities and assignments include, but are not limited to, the following:

Managing the operation of the Center office.

Supervising, evaluating, assigning, and scheduling work of some classified and hourly staff assigned to the Center.

Coordinating activities regarding counseling appointments, admissions and business functions.

Managing the rental of space for classrooms.

Coordinating with the landlord on utilization of space with regard to HVAC, security, maintenance, and other space utilization issues.

Assisting in planning the budget for the Center and monitoring expenditures, including maintaining budget records, keeping running balances of accounts, transferring funds, and preparing budget changes for approval by the Center Director.

Compiling a variety of statistical information regarding the Center and its programs.

Coordinating the input of the schedule of classes and schedule changes for the Center.

Advising staff regarding policy and procedures on fiscal matters.

Working directly with division chairpersons, department heads, managers, and others in budget development.

Reviewing budget reports of Center expenditures.

Advising and assisting staff regarding budgetary problems.

Reviewing all requests for transfer of Center funds.

Reviewing all Center expenditure requests for compliance with District policies and procedures, accuracy, and availability of funds.

Advising and assisting staff in resolving classified personnel issues.

Supervising and conducting in-service training programs for Center personnel regarding Center business functions.

Performing related duties as assigned.

REPORTING RELATIONSHIP

The Satellite Business Services Manager receives direction from the Director, San Ramon Center for Higher Education. The manager exercises functional supervision over some classified staff and hourly assistants.

MINIMUM QUALIFICATIONS**Education and Experience:****Education:**

An Associate degree or equivalent.

Experience:

A total of three (3) years of broad responsible experience in one or more of the following areas:

- Fiscal record keeping
- Office operations
- College admissions
- Physical plant operations

Knowledge of:

- Principles and methods of supervision, including evaluation, scheduling, and assigning staff.
- Office management methods, procedures and equipment.
- Budget planning, monitoring and control.
- Use of persona; computers for word processing and file maintenance.
- General knowledge of college admission practices.

Ability to:

- Provide effective coordination and management of the many activities of the Center.
- Supervise the work of others.
- Interpret and apply rules, regulations and policies of the District as they apply to the Center.
- Establish and maintain cooperative professional relationships with those contacted in managing the Center's operations.
- Prepare, analyze and review financial statements and reports.
- Learn how to resolve physical plant problems.
- Analyze situations accurately and adopt an effective course of action.
- Learn how to input class schedules.
- Demonstrate sensitivity to, and ability to work with, diverse racial, ethnic, gender, disabled and cultural populations.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to:

- Demonstrate sufficient vision to read all printed materials including computer screen and electronic displays; demonstrate sufficient close and distant vision, depth perception, and ability to adjust focus to perform the essential duties of this position.
- Demonstrate sufficient hearing to conduct face-to-face and telephone conversations.
- Speak in an understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups.
- Demonstrate ability to transport self to places necessary to perform job, including enclosed areas of building and on even and uneven surfaces.
- Demonstrate the ability to occasionally lift and/or move up to 15 pounds.
- Demonstrate the physical, mental, and emotional stamina to perform the duties and responsibilities of the position.

PHYSICAL DEMANDS (continued)

- Demonstrate ability to input necessary data into computer terminal and/or create documents, reports, and press releases to perform the essential functions of this position.
- Demonstrate an ability to speak clearly and communicate with others.

WORK ENVIRONMENT

The work environment characteristics described herein 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.

The working conditions are generally clean and quiet although occasional exposure to noise, dust, fumes will occur. A video display terminal, computer, FAX machine, telephone, and normal office equipment are used on a regular basis.