

EDUCATIONAL SERVICE CENTER OF CENTRAL OHIO

JOB DESCRIPTION

BUSINESS SERVICES CONSULTANT

Minimum Qualifications:

- Bachelor's degree in business related field; MBA preferred
- Three (3) to five (5) years of experience
- Contract administration and budgeting experience preferred
- Knowledge of property management, school finance, public administration, public finance, public budgeting and/or administrative law preferred
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and board policies
- Knowledge and previous work experience in K12 environment preferred
- Strong computer literacy skills (Office Suite, accounting system)

Note: "This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employee must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier."

FLSA Classification: Exempt

Reports To: Executive Director of Business and Innovation

Job Objectives:

Provides support of the day-to-day business operations of the agency and is responsible for the following functional areas:

- Facility oversight
- Vendor coordination and management
- Contract and agreement compliance and administration
- Financial analysis

Responsibilities and Essential Functions:

"The following duties are representative of performance expectations; however, the list below is not ranked in order of importance."

- Completes all tasks associated with projects assigned by the Executive Director of Business and Innovation
- Upholds board policies and follows administrative guidelines and procedures
- Promotes a favorable image of the service center
- Promotes the proper use and care of school property
- Works collaboratively with agency management and support staff

- Administers and is responsible for various business functions including, but not limited to, the following:
 - Contract administration
 - Conference center administration
 - Vendor management
 - Management and optimization of van transportation
 - Front desk supervision
 - Financial analysis
- Supports agency performance management
- Ability and willingness to expand service offerings
- Builds strong working relationship with the Fiscal Office
- Assists in the development of agency administrative guidelines and procedures
- Provides monthly updates of projects to the Executive Director of Business & Innovation
- Maintains compliance with federal and state laws and regulations
- Respects personal privacy. Maintains the confidentiality of privileged information
- Reports evidence of suspected child abuse and neglect as required by law
- Participates in staff meetings and other meetings as assigned
- Accepts personal responsibility for decisions and conduct
- Wears appropriate work attire and maintains a professional demeanor
- Strives to develop rapport and serves as a positive role model for others
- Performs other specific job-related duties as directed by the Superintendent or his/her designee.

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

Conduct:

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

Terms of Employment:

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

January 2020