

## **Vail School District Job Description**

**Job Title:** COMMUNITY PROGRAMS SPECIALIST

**Department:** Community Programs

**Reports To:** Director of Community Programs

**FLSA Status:** Non-exempt

**Classification:** Level 13

**Revised:** 06/26/2018

### **SUMMARY**

Performs highly responsible and confidential clerical, accounting, and administrative functions in Community Programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Processes and maintains, on a daily basis, registrations, change notices, payment information, and fees on childcare accounts in database. Collects monies and reconciles sign in sheets to monthly childcare statements.
- Responsible for records retention following Community Programs, district and state requirements.
- Communicates and provides support to parents regarding registration, payment options, statements, collections, and software assistance.
- Communicates and provides support to Site Directors regarding the navigation of the software program and general technology assistance.
- Maintains database keeping current with payment, payment preferences, and billing.
- Processes and maintains employee fingerprint records and tracks for expiring fingerprint clearance cards.
- Maintains filing systems, keeping current and neatly organized.
- Maintain a neat, organized, and well-stocked office; compiles, requests and purchases supplies as needed. Sorts and distributes mail within the department.
- Assists with organization, setup and breakdown for meetings & events.
- Compares actual student sign-in sheets to current figures in database to ensure billing figures are correct on a monthly basis.
- Generates and distributes monthly statements.
- Assists with budget and audit preparation as assigned.
- Processes and maintains information for DES and other subsidies. Represents the department as the liaison and contact for third-party inquiries, billing issues, and yearly contracts. Necessary monthly on time billing and adjustment of fees and copays to family accounts.

- Maintains software that includes: updates, creation and management of programming, fees, schedules, and reports.
- Provides clerical/administrative support to the Director.
- Other duties as assigned by Director.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS**

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.

### **EDUCATION and EXPERIENCE**

- Minimum high school diploma or general education degree (GED) with two or more years of responsible experience in an office setting or in an accounting/billing department.
- Demonstrated experience with billing, computer proficiency, office/clerical setting.
- Demonstrated experience with childcare setting.
- Or an equivalent combination of relevant education, training, and/or experience as approved by the Community Programs Director.

### **ABILITIES**

- Ability to demonstrate current knowledge and proficiency in working with billing software, computers, and other types of technology.
- Strong organizational, time management, and interpersonal skills.
- Professional demeanor with strong ethical standards and ability to adapt to change.
- Ability to work within budgetary and procurement guidelines and to support District goals and objectives.
- Ability to provide oversight over allocated funds and grants.
- Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.

### **LANGUAGE SKILLS**

Ability to listen and obtain clarification. Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Ability to read, analyze, and interpret a variety of correspondence, reports, forms, safety rules, and district and department regulations. Ability to prepare correspondence, reports, and forms; and to respond to common inquiries or complaints using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Ability to effectively communicate to a variety of audiences, including employees, parents, community members, and the general public.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret charts and graphs.

**REASONING ABILITY**

Ability to apply common sense, understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully, developing alternate solutions. Works well in group problem solving situations. Uses reason when dealing with emotional topics and situations.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must have valid Arizona Driver's License and proof of automobile insurance. Must be able to obtain and maintain a valid Arizona fingerprint clearance card.

**PHYSICAL DEMANDS**

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. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance visions, and an ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually quiet and may sometimes be moderate.

**TRAVEL**

This position requires the employee to be able to travel efficiently between Community Programs sites and the district office. Travel is occasional in the local area with infrequent trips within the state.