

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**BUSINESS SERVICES SPECIALIST**

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**Purpose Statement:**

The job of Business Services Specialist is done for the purpose/s of serving as ECCC's primary contact with employers and business development organizations in support of categorically funded employment and training contract, under administrative supervision. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Assigned Administrator

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**Essential Functions**

- Builds and maintains employer relationships for the purpose of identifying employment needs and opportunities.
- Conducts orientations, presentations, and workshops for employers that relate to economic and workforce development issues for the purpose of providing information and/or direction.
- Coordinates duties/activities with the e San Diego Workforce Partnership (SDWP) and Employment Development Department for the purpose of ensuring services are delivered in compliance with established guidelines.
- Develops and monitors on the job training contracts for the purpose of ensuring training is meaningful and in compliance with program requirements.
- Develops employment leads for unemployed job seekers through referrals and direct contact with employers for the purpose of achieving department objectives.
- Offer customized recruitment services to eligible employers for the purpose of assisting with their hiring needs.
- Prepares written materials for the purpose of documenting activities, providing written reference and/or conveying informing action.
- Recruits businesses for the purpose of encouraging their participation in job fairs and other special events.
- Serves as ECCC primary point of contact for employers and business development organizations for the purpose of supporting categorically funded employment and training contracts.

**Other Functions**

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records; public relations techniques and strategies; marketing; and public speaking.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: current federal employment and training programs; labor market information and trends; community resources; and local economic development issues.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; establishing and maintaining effective working relationships; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; customer service; and making oral presentations.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

As required for position

**Certificates & Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

11/10/2005

**Salary Grade**

Unit II 49