

***Business Assistant II (Supervisory),
District Agricultural Association (DAA)
Knowledge, Skill, Ability, and Personal Characteristic Statements Rating
Results***

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
K01	Knowledge of general business practices and methods. An understanding of the business Mission Statement, goals and procedures of the immediate supervisor, and efforts to benefit the objectives of the business.
K02	Knowledge of practices, procedures, and methods of fiscal record keeping. Complete understanding of general ledger accounts, budgets, job tracking and analysis, banking, accounts receivables/payables and payroll.
K03	Knowledge of basic accounting principles and methods.
K04	Knowledge of general purchasing methods, controls, and procedures. Awareness of State guidelines and procedures for purchasing, including purchase orders, the Request for Proposal (RFP) process, and contracts.
K05	Knowledge of basic personnel procedures including Worker's Compensation claims, benefit opportunities, and (based on the business guidelines) employee packets, orientation, and evaluations.
K06	Knowledge of District Agricultural Association's operations and events.
K07	Knowledge of public relations.
K08	Knowledge of financial control and reporting requirements of a District Agricultural Association (DAA).
K09	Knowledge of principles of supervision and training within the State law and business practices.
K10	Knowledge of manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
A01	Ability to organize, coordinate and accomplish a variety of business support functions and office support activities.

KSAPC #	Knowledge, Skill, Ability, and Personal Characteristic Statement
A02	Ability to prepare budget estimates and control expenditures.
A03	Ability to gather, organize, and analyze data.
A04	Ability to prepare reports and correspondence.
A05	Ability to organize and establish work priorities for oneself and others.
A06	Ability to work under pressure.
A07	Ability to independently complete a variety of assignments.
A08	Ability to work effectively with the public.
A09	Ability to maintain on-going responsibility for a District Agricultural Association's (DAA) financial reporting and control system.
A10	Ability to effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
A11	Ability to communicate effectively with management, staff and Board of Directors.
SPC01	Work long hours during the annual fair and periodically as needed throughout the year.