



Job Title: **Administrative Specialist**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 17

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD
JUNE 20, 2017
MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to assist the Superintendent and immediate staff in all aspects of office administrative duties, including handling confident materials and sensitive student/parent situations. To establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies and the public who call upon the Office of the Superintendent of Schools.

ESSENTIAL JOB FUNCTIONS

- Receives and screens telephone calls and visitors for Superintendent, Deputy Superintendent, Investigator, and their immediate staff.
- Responds as directed in composing and preparing correspondence to constituents and staff.
- Provides assistance in all aspects of clerical and administrative duties to Executive Assistant to Superintendent, Office Administration Specialist, Administrative Recording Secretary, Deputy Superintendent, Superintendent, and Coordinator – Public Relations.
- Distributes confidential materials, documents, and records as directed.
- Maintains files for departmental and District correspondence, student reports, collective bargaining materials, and other confidential documents.
- Obtains special reports and prepares a variety of flyers, reports, and data as directed.
- Maintains supplies for Superintendent's Office, Investigator, and Coordinator of Public Relations.
- Performs those duties as directed in the absence of the Office Administration Specialist.
- Performs those duties as directed in the absence of the Executive Assistant to the Superintendent.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma.
- Minimum of two (2) year degree or equivalent college level course credit.
- Minimum of three (3) years of progressively responsible secretarial or office experience at administrative level.
- Training and/or certification for customer service and computer programs.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires knowledge and proficiency of current computing technologies, including Microsoft Word, Publisher, Excel, and Macromedia Dreamweaver software applications.
- Requires the ability to perform difficult confidential tasks related to public, staff, and student grievances.
- Requires the ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Requires the ability to display personal skills needed to perform difficult tasks relating to the public, students, staff, and School Board.
- Requires the ability to display knowledge of the activities, operations, operations, assignments, rules, policies, and scope of the District.
- Requires the ability to display proficiency in computer software applications.
- Requires the ability to communicate with school personnel, District employees, and public in a professional manner.
- Requires the ability to display good judgment in confidential matters.
- Requires the ability to organize and prioritize duties.

PHYSICAL DEMANDS

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unprecedented requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: