



Job Title: Office Administration 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 – 7

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to establish and maintain efficient, pleasant, and effective working relationships with other employees, various agencies, and public who call on the District administrative office.

ESSENTIAL JOB FUNCTIONS

- Coordinates the Deputy Superintendent's schedule and prepares materials as needed.
- Receives and screens telephone calls and visitors.
- Responds independently and/or as directed in composing and preparing correspondence to constituents and staff.
- Manages all aspects of office operations, including supervising college student, and coordinating with Executive Assistant to the Superintendent and Administrative Recording Secretary, and Administrative Specialist.
- Takes and transcribes dictation and notes.
- Obtains special reports and prepares a variety of reports and data as directed.
- Maintains files for correspondence, reports, and other School District documents.
- Requisitions supplies and equipment.
- Acts as liaison between the staff, various public agencies, the general public, and administration.
- Interfaces with civic groups scheduling administrative meetings and speaking engagements.
- Attends staff meetings and record minutes, Watchdog, and/or other committee meeting minutes or School Board meeting minutes as directed.
- Uses effective communication strategies to interact with a variety of staff, and special/disaster employee teams.
- Displays confidentiality in dealing with sensitive issues.
- Ability to accommodate an adjustable work schedule based on operational activity and needs of the District.
- Displays a calming demeanor in difficult situations.
- Sets high standards for self and others.

- Provides for a safe and secure workplace, handling security advisements as deemed necessary.
- Prepares calendar and non-instructional payroll reports.
- Prepares payroll for all subordinate staff.
- Reconciles expenses for the Purchasing and Travel Cards.
- Handles requisitions for supplies and equipment for Office of Superintendent.
- Assists in preparing the budget based on data supplied by the finance department.
- Assists in preparing weekly staff meeting agendas as needed.
- Performs those duties as directed in the absence of the Executive Assistant to the Superintendent.
- Performs those duties as directed in the absence of the Administrative Recording Secretary.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High School Diploma or equivalent, supplemented by advanced courses in secretarial sciences.
- Related college training.
- Minimum of six (6) years of progressively responsible secretarial experience at administrative level.
- Successful experience in note taking, transcription capabilities, and proficiency in computer applications.
- Must be able to perform difficult tasks related to the public, staff, and School Board.
- 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 the ability to display a knowledge of administrative concepts, principles, and practices sufficient to permit independent performance of duties.
- Requires the ability to manage daily administrative operations of the office, including establishing work priorities, resolving problems related to the day-to-day operations of the office, and directly participating in the departmental administrative decision making process.
- Requires the ability to display possession knowledge of the activities, operations, assignments, and scope of the District.
- Requires the ability to display skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved.
- Requires the ability to display proficiency in computer skills.
- Requires the ability to communicate effectively, both orally and in writing.
- 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 as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, pulling, reaching, repetitive motion, speaking, stooping, talking, visual acuity, and walking.

WORKING CONDITIONS

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

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

Date of Revision: