



Job Title: Administrative Aide

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: Educational Support – 19

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform specialized or moderately complex administrative staff work in support of a divisional or department head, a Principal or Assistant Principal. Provides assistance, training, technical guidance, and support to all District and is expected to exercise considerable judgment in resolving problems and providing solutions as required.

ESSENTIAL JOB FUNCTIONS

- Evaluates documents and determines appropriate procedures and methods for processing; monitors administrative processing systems and makes recommendations to alleviate problems.
- Executes the appropriate procedures in accordance with Florida Statutes, laws, ordinance, District policies, procedures, regulations, etc., in processing documents, data, reports, etc.
- Organizes, coordinates, and participates in the gathering of information required to complete research, studies, and/or assigned projects to meet required deadlines and maintain quality; may be required to work at a remote location and take responsibility for day-to-day tasks.
- Performs and prepares statistical analysis of files and research papers; performs special projects or assignments; prepares complex reports, studies, reviews, and position papers.
- Assists in the receiving, distribution, and shipping of state test materials and reports.
- Maintains status reports on centralized management system.
- Enters and updates vendor database files.
- Performs and/or oversees the performance of school, departmental, fiscal, purchasing, and/or statistical accounting processing or an element/aspect of the department/school functions as needed.
- Relieves professional/administrative staff personnel of a variety of administrative, clerical, or personnel details in receiving and reviewing requests, formulating routine replies, and processing various actions.
- Analyzes, verifies, and may authorize various department/divisional/district documents.

- Performs technical tasks requiring training and applied knowledge to expedite, e.g., legal forms, bid tabulations, RFPs, FTE and ESE statistics, curriculum and instructional statistics, human resources management, strategic planning, finance, fiscal and business documents, environmental studies, risk management, etc.
- Assists in the formulation of policies, work procedures, and methods, gathering and compiling and analyzing data in preparation of the implementation process.
- Categorizes and maintains manual and/or computerized filing systems; creates tracking systems; cross indexes and files documents and records in specified classification.
- Confers with management/administration to keep them informed on key issues and to obtain their support and approval.
- Oversees the completion and accuracy of various transactions and statistical and research activities completed by subordinate personnel.
- Formulates and implements tasks policies, work procedures, and methods gathering, compiling, and analyzing data as a basis for improving the quality and quantity of work performed.
- Oversees purchase card use, issuance, password resets, transaction issues, notifications, ordering, account establishment, transaction processing, training, and growth as needed.
- Prepares the budget and tracks expenditures as needed.
- Assists with the maintenance of the department website as needed.
- Schedules and organizes meetings for supervisor.
- May assist with making travel arrangements for conferences.
- Orders office supplies and equipment; may process purchase orders.
- Attends committee and board meetings and records minutes.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate's Degree or equivalent from a two-year college or technical school with major course work in business administration or closely related field.
- Three (3) to five (5) years of progressively responsible experience in administrative staff work.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of common principles, practices, and standards applicable to the occupational specialty.
- Requires the ability to display knowledge of modern office methods, practices, and procedures including the operation of standard office equipment and the use of specified computer applications involving word processing, data entry, and/or standard report generation.
- Requires the ability to display knowledge of applicable agency, district, state, and federal rules, regulations, and statutes, controlling the activities of a particular District entity.
- Requires the ability to display knowledge of basic analytical techniques.
- Requires the ability to display knowledge of English, spelling, and business writing.
- Requires the ability to display knowledge of basic budgetary methods and procedures.

- Requires the ability to establish and maintain effective working relationships with District officials, employees, other agencies, offices, and companies and meeting and dealing with the general public.
- Requires the ability to plan, organize, supervise, and evaluate the work of others.
- Requires the ability to deal successfully with the public and District personnel in person and over the telephone.
- Requires the ability to rapidly acquire knowledge of administrative and procedural regulations and working independently and from brief instructions.
- Requires the ability to interpret, explain, and apply applicable laws, regulations, rules, and policies; make sound decisions in accordance with applicable laws, regulations, and policies.
- Requires the ability to assemble and organize data and prepare reports and statistics from such data.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to manage or administer grant funds.
- Requires the ability to make recommendations that impact the budget and manage the budget within assigned unit/division.

PHYSICAL DEMANDS

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

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

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

Date of Revision: