

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

OFFICE ADMINISTRATION SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent, supplemented by advanced courses in secretarial sciences.
- (2) Related college training preferred.
- (3) Minimum of seven (7) years progressively responsible secretarial experience at administrative level.
- (4) Successful experience in note taking, transcription capabilities and proficiency in computer applications.
- (5) Must be able to perform difficult tasks related to the public, staff and School Board.
- (6) 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:

Knowledge of administrative concepts, principles and practices sufficient to permit independent performance of duties. Manages 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. Possess knowledge of the activities, operations, assignments and scope of the District. Skills necessary to meet difficult situations with tact and finesse enabling problems and issues to be resolved. Proficiency in computer skills. Ability to communicate effectively, both orally and in writing. Display good judgment in confidential matters. Ability to organize and prioritize duties.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To establish and maintain efficient, pleasant and effective working relationships with other employees, various agencies, and public who call on the District administrative office.

SUPERVISES:

College Student

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate the Deputy Superintendent's schedule and prepare materials as needed.
- * (2) Receive and screen telephone calls and visitors.
- * (3) Respond independently and/or as directed in composing and preparing correspondence to constituents and staff.
- * (4) Manage all aspects of office operations, including supervising college student, and coordinating with Executive Assistant to the Superintendent and Administrative Recording Secretary.
- * (5) Take and transcribe dictation and notes.
- * (6) Obtain special reports and prepare a variety of reports and data as directed.
- * (7) Maintain files for correspondence, reports and other School District documents.
- * (8) Requisition supplies and equipment.

Inter / Intra-Agency Communication and Delivery

OFFICE ADMINISTRATION SPECIALIST (Continued)

- * (9) Act as liaison between the staff, various public agencies, the general public and administration.
- * (10) Interface with civic groups scheduling administrative meetings and speaking engagements.
- * (11) Attend staff meetings and record minutes, Watchdog and/or other committee meeting minutes or School Board meeting minutes as directed.
- * (12) Use effective communication strategies to interact with a variety of staff, and special/disaster employee teams.

Employee Qualities / Responsibilities

- * (13) Display confidentiality in dealing with sensitive issues.
- * (14) Meet a flexible work schedule as required.
- * (15) Display a calming demeanor in difficult situations.
- * (16) Set high standards for self and others.
- * (17) Provide for a safe and secure workplace.

System Support

- * (18) Prepare calendar and non-instructional payroll reports.
- * (19) Handle requisitions for supplies and equipment for Office of Superintendent.
- * (20) Assist in preparing the budget based on data supplied by the finance department.
- * (21) Assist in preparing weekly staff meeting agendas.
- * (22) Manage office and supervise college student.
- * (23) Perform those duties as directed in the absence of the Executive Assistant to the Superintendent.
- * (24) Perform those duties as directed in the absence of the Administrative Recording Secretary.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 05

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – PAY GRADE 7

Date of Board Approval: April 19, 2005