ADMINISTRATIVE SPECIALIST

Purpose Statement

The job of Administrative Specialist was established for the purpose/s of providing complex administrative and secretarial support to assigned administrative personnel; representing assigned area(s); coordinating activities of assigned area(s) and administrative personnel; ensuring confidentiality and compliance of activities under area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction as may be requested by assigned administrator.

This job reports to Director and/or Administrator

Essential Functions

- Acts as a liaison between assigned area and various internal and external parties (e.g. district and school personnel, parents, students, community organizations, court system, public and governmental agencies, etc.) for the purpose of providing excellent customer service and representing the district in a hospitable and professional manner.
- Analyzes data from a wide variety of internal and external sources (e.g. personnel data, IFAS/LINKS, SASI, on-line enrollment, budget/auditing, other districts and organizations, etc.) for the purpose of complying with financial, legal and/or administrative requirements of assigned area in accordance with district policies and guidelines.
- Assists with personnel functions (e.g. selecting, training, motivating, etc.) for the purpose of supporting assigned administrator(s) in achieving the department's overall objectives under established district policies and guidelines.
- Attends meetings (e.g. trainings, in-service activities, workshops, conferences, classes, etc.) for the purpose of increasing professional knowledge, and conveying and/or gathering information required to perform functions.
- Collaborates with a wide variety of internal and external parties (e.g. district staff, other school districts, professional and community organizations, state and federal agencies, etc.) for the purpose of organizing various district events (after-school and co-curricular, etc.), meetings, and programs in compliance with district policies and guidelines.
- Coordinates a variety of programs, activities, and/or individuals (e.g. communications, scheduling, appointments, meetings, conferences, workshops, travel and accommodations, trainings, work activities, on-line enrollment, summer school, school tournaments, students, volunteers, presenters, substitute teachers, and other personnel, etc.) for the purpose of ensuring availability of facilities, equipment, personnel and volunteers; and that services are implemented and maintained efficiently and effectively in conformance with established district policies and guidelines.
- Creates printed and electronic materials (e.g. databases, reports, forms, budgets, requisitions, brochures, agendas, minutes, etc.) for the purpose of documenting activities, providing written support and/or conveying information.
- Informs personnel regarding a variety of procedures and program requirements for the purpose of providing accurate information, taking appropriate action, and/or complying with financial, legal and administrative requirements and district policies.
- Maintains a wide variety of (including highly confidential) manual and electronic materials (e.g. documents, files, calendars, administrative and financial records, program records, resource materials, reports, student data, budget data, staff information, maintenance data, etc.) for the purpose of providing up-to-date reference and documentation in compliance with government regulations and district requirements.
- Maintains inventories of supplies, equipment, and materials (e.g. ordering, organizing, monitoring, certifying & calibrating scales, office keys, etc.) for the purpose of ensuring the availability of items as needed.
- Manages assigned activities and/or programs (e.g. budgets, grants, work orders, office activities, administrator/director schedules, employee timecards, etc.) for the purpose of ensuring compliance with administrative, financial and legal requirements and district confidentiality policies.
- Performs record keeping and clerical functions (e.g. scheduling, copying, instructional materials, filing, running reports, employee timecards, compiling lists, etc.) for the purpose of supporting assigned Administrator and/or department.

- Processes documents and materials (e.g. including highly confidential items, staff absences, contracts, reports, personnel and student records, discipline statistics, etc.) for the purpose of disseminating information.

- Responds to inquiries from a wide variety of internal and external parties (e.g. district staff, students, parents, other school districts, community organizations, state and federal agencies, general public, etc.) for the purpose of taking appropriate action (including de-escalation of crisis situations), interpreting and applying policies and procedures, and/or directing to appropriate personnel for resolution.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment, including pertinent software applications; note taking; preparing and maintaining accurate records; coordinating activities, equipment and people, and analyzing data.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; procedures, functions and limitations of assigned position; business telephone etiquette; concepts of grammar and punctuation; modern office practices and procedures; and familiarity with compliance laws and regulations.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; multi-tasking; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

Keyboarding test and other pre-employment proficiency testing may be required

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status	**Approval Date**	**Salary Grade**
Non Exempt	4/13/2010	Classified 55

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:
Employee Name (Please Print): _____
Employee Signature:_____ Date: _____