

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### MAINTENANCE AND OPERATIONS SUPPORT SPECIALIST

**SALARY SCHEDULE: SSP12**

**COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible secretary / bookkeeper experience and/or training or equivalent combination of education and experience.
- (3) Type at a prescribed rate of speed and accuracy.
- (4) Transcribe at a prescribed rate of speed and accuracy.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read and interpret State Board rules, School Board policies and appropriate state and federal statutes. Ability to perform detailed office work, including financial functions. Knowledge of office practices and procedures. Ability to use office equipment, including computer, typewriter, calculator, copier, fax machine and other related equipment. Good oral and written communication skills exhibiting correct use of grammar, spelling and business English. Knowledge of bookkeeping and basic mathematics skills. Skill in organization and time management. Ability to establish and maintain positive working relationships with others. Ability to type at a prescribed rate of speed, transcribe and utilize the computer for word processing and other functions. Knowledge of and skill in word processing, spreadsheets and other mainframe applications. Ability to keep records and reference files, to assemble and organize data and to prepare composite reports from such data. Ability to work independently. Ability to efficiently and effectively manage multiple tasks in stressful situations.

**REPORTS TO:**

Director, Facilities Services

#### JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties for the Director and Managers requiring considerable knowledge of the responsibilities and jurisdiction of the assigned departments.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Perform clerical duties required by activities and functions of the department / division, including preparing and sending correspondence, receiving and routing incoming / outgoing mail and courier, setting up and maintaining files, handling personnel records and requests, preparing, processing and submitting required agenda items, applications, reports, forms, records, minutes, guides, manuals and other assigned projects.
- \* (2) Perform financial duties required by the activities and functions of the department / division, including maintaining inventory, purchasing equipment and supplies, initiating and processing requisitions, assisting in preparation and maintenance of budget and other assigned projects.
- \* (3) Maintain personnel records concerning employment, sick leave, annual leave, certification, inservice, travel and other related areas.

**MAINTENANCE AND OPERATIONS SUPPORT SPECIALIST (Continued)**

- \* (4) Answer telephone, route and make calls, record messages, answer questions and provide information.
- \* (5) Maintain calendar for scheduling appointments, interviews, deadlines, arrangements for meetings and department / division responsibilities.
- \* (6) Monitor and track vehicle assignment and keys.
- \* (7) Coordinate Workers' Compensation reporting / tracking.
- \* (8) Organize office to obtain maximum efficient operation.
- \* (9) Collect and compile relevant data for audits, meetings and reports.
- \*(10) Provide stenographic support for professional staff utilizing typing, transcribing and computer skills.
- \*(11) Greet visitors and direct them to appropriate areas.
- \*(12) Prepare materials for dissemination to school, District staff, parents and the community.
- \*(13) Oversee operation and maintenance of office equipment, reporting malfunctions for necessary repairs.
- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Model and maintain high ethical standards.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality.
- \*(18) Maintain positive relationships with coworkers, school personnel, parents and administration.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Communicate effectively with public, coworkers and administration.
- \*(21) Respond to inquiries and concerns in a timely manner.
- \*(22) Keep supervisor informed of potential problems or unusual events.
- \*(23) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- \*(24) Perform data entry as necessary.
- \*(25) Prepare all required reports and maintain all appropriate records.
- \*(26) Follow all School Board policies and school policies and procedures.
- \*(27) Exhibit the interpersonal skills necessary as an effective team member.
- \*(28) Demonstrate support for the School District and its goals and priorities.
- (29) 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