

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

OPERATIONS SPECIALIST

SALARY SCHEDULE: SSP-12

COST CENTER: OFFICE OF PERFORMANACE ACCOUNTABILITY, PLANNING AND OPERATIONS (9035)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Experience in working with detailed contracts, financial procedures, and reports.
- (3) Strong oral and written communication skills.
- (4) Able to organize and work independently with speed and accuracy.
- (5) Ability to work under stress, meet pressing deadlines, and coordinate work with governmental and other agencies.
- (6) Must possess the following computer skills and have experience using:
 - a. Word processing skills utilizing Microsoft Word.
 - b. Spreadsheet skills utilizing Excel.
 - c. Database skills utilizing ACCESS.
 - d. Knowledge of AS400.
 - e. Project management skills using Microsoft Project.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of project management process. Ability to deal with legal and coordinative processes that maximize the district's use and maintenance of non-instructional facilities, including the Landings Administrative complex. Able to maintain contracts, agreements and financial records for all district non-instructional properties and some district programs. Knowledge of shared use facility issues and legal requirements related to use of district property. Ability to assess and coordinate central administrative workspace and organizational needs. Ability to work well with others. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Executive Director, Business Analysis and Support

JOB GOAL

To promote efficient and effective use of school district non-instructional assets and support central administrative functions through project coordination.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1.) Maintain current contracts for all district rented, leased or shared-use properties.
- *(2.) Coordinate and maintain environmental recycling efforts of the district.
- *(3.) Coordinate the application use and fiscal management processes of all microwave towers throughout the district.
- *(4.) Maintain all leases and rental agreements for non-instructional facilities in the district.
- *(5.) Provide assistance in monitoring, evaluating and modifying policies and procedures related to various district programs and services.

OPERATIONS SPECIALIST (continued)

- * (6.) Assist with master planning, site utilization, maintenance and security of the Landings Central Administrative complex.
- * (7.) Provide scheduling assistance to the central mailroom, switchboard and department staff.
- * (8.) Prepare all required reports and maintain all required records efficiently and effectively.
- * (9.) Demonstrate initiative in the performance of assigned responsibilities.
- * (10.) Participate in workshops and training sessions as required.
- * (11.) Respond to inquiries or concerns in a timely manner.
- * (12.) Maintain confidentiality of employee and department matters.
- * (13.) Maintain effective communications with District personnel and the public.
- * (14.) Follow attendance, punctuality and proper dress rules.
- * (15.) Exhibit interpersonal skills to work as an effective team member.
- * (16.) Provide for a safe and secure workplace.
- * (17.) Model and maintain high ethical standards.
- * (18.) Keep Executive Director apprised of potential problems and unusual events.
- * (19.) Follow all School Board policies, rules and regulations.
- * (20.) Demonstrate support for the School District and its goals and priorities.
- (21.) 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