

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II/VOLUNTEER & PARTNERSHIP OFFICE

SALARY SCHEDULE: SSP6

COST CENTER: 9075

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- (3) Receive a minimum score of 80% on the Microsoft Word test.
- (4) Demonstrate proficiency in secretarial skills.
- (5) Preference for working knowledge of Microsoft Publisher or equivalent software.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers and specific software. Knowledge of basic office equipment. General working knowledge of school and/or District. Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision. Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

REPORTS TO:

Director Communications and Community Relations
Volunteer & Partnership Coordinator

JOB GOAL

To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records and secretarial duties within the office.
- * (2) Operate a variety of office equipment, including computer.
- * (3) Transcribe, create and type correspondence.
- * (4) Duplicate, assemble and distribute documents.
- * (5) Maintain office records and files.
- * (6) Process communications, including telephone calls, Faxes and mail.
- * (7) Assist staff and the public by answering routine questions, scheduling appointments and completing forms.
- * (8) Assist in preparing communications for students, parents, District staff and/or the public regarding various activities and announcements.
- * (9) Communicate effectively with public, students, coworkers and administration.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Assist in maintaining payroll records as assigned.
- * (12) Keep supervisor informed of potential problems or unusual events.
- * (13) Demonstrate initiative in the performance of assigned responsibilities.

ADMINISTRATIVE ASSISTANT II (Continued)

- *(14) Model and maintain high ethical standards.
- *(15) Follow attendance, punctuality and proper dress rules.
- *(16) Maintain confidentiality regarding school matters.
- *(17) Maintain positive relationships with students, parents and staff.
- *(18) Participate in workshops and training sessions as required.
- *(19) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other school personnel as directed by supervisor.
- *(20) Perform data entry as necessary or assigned.
- *(21) Prepare all required reports and maintain all appropriate records.
- *(22) Follow all School Board policies, rules and regulations.
- *(23) Exhibit the interpersonal skills necessary as an effective team member.
- *(24) Demonstrate support for the School District and its goals and priorities.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.
- (26) Provide support to TeamUP Volunteer & Partnership Council.
- (27) Work closely with the School Safety & Security department and the Volunteers Count! web programmer.

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