

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III, COMMUNICATIONS & COMMUNITY RELATIONS

SALARY SCHEDULE: SSP-9

COST CENTER: COMMUNICATIONS AND COMMUNITY RELATIONS 9075

QUALIFICATIONS:

- 1) High School Diploma or equivalent.
- 2) Must receive a minimum score of 90% on Microsoft Word test.
- 3) Two (2) years experience with knowledge of general office operation preferred.
- 4) Excel experience preferred.
- 5) In-Design, Publisher, Photo Shop and PowerPoint experience preferred.
- 6) Knowledge of and experience with Florida public records laws preferred.
- 7) Demonstrated customer service experience preferred.
- 8) Experience in supporting multiple administrators preferred.
- 9) Payroll and/or personnel experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer programs, Microsoft Word, Excel and Access. Knowledge of federal, state and District rules, regulations and policies. Understanding of accounting processes. Good time management, organization and people skills. Good oral and written communication skills. Considerable knowledge of office practices and procedures and operation of office equipment. Ability to maintain confidentiality. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Director, Communications and Community Relations

JOB GOAL

To perform the duties and responsibilities to ensure the efficient and effective operation of the office; and to manage the school/department funds in a fair, equitable manner and within all rules, policies and guidelines for use of public funds.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Payroll: process twice-monthly timesheets, O/T, absences, comp time, mileage reimbursements, etc. in a timely manner for all department staff.
- *(2) Bookkeeping: Work with finance and the communications director to manage all department purchases and P-card reconciliations, purchase orders, product warranties, warehouse orders, memberships, bills, invoices, payments, travel, etc.
- *(3) Calendars and Notices: assist with posting all school district calendar events, meetings, public notices, etc. via the website.
- *(4) Customer Service: serve as the primary point of contact for the communications and community relations department by answering phones, responding to emails and faxes and managing overall inquiries made by school district personnel, parents, students, community partners and general public.

ADMINISTRATIVE ASSISTANT III – COMMUNICATIONS & COMMUNITY RELATIONS (Continued)

- * (5) Project Management Support: assist the department by managing key marketing campaigns and fundraising initiatives, including Summer Learning, REEL TALK, Veteran’s Day, Black History Month, Graduations, the United Way Campaign, etc. using Outlook, Airtable and other programs.
- * (6) Respond to all communication support tickets via Airtable and email.
- * (7) Create, type, duplicate, assemble or distribute documents and correspondence.
- * (8) Work with the team to compile and distribute the SCS CUE – twice weekly updates on all news articles and stories about the school district.
- * (9) Manage the posting of key messages via the school district marquee.
- * (10) Support layout, design and production of publications, including maintaining the digital student and family handbook online.
- * (11) Keep supervisor informed of all potential problems, unusual events and public concerns.
- * (12) Assist with maintaining public records requests for employee files, student records, documents, media releases, etc.as needed.
- * (13) Adhere to all School Board policies, regulations, guidelines and protocols.
- * (14) Demonstrate support for the school district and its goals, mission and priorities.
- * (15) Maintain a professional manner and appearance at all times.
- * (16) Maintain confidentiality at all times.
- * (17) Sustained focus and attention to detail for extended periods of time.
- (18) Assist with other duties as assigned.

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

School Board Approved