

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III - INFORMATION TECHNOLOGY

SALARY SCHEDULE: SSP-9

COST CENTER: INFORMATION TECHNOLOGY (9020)

QUALIFICATIONS:

- (1) High School Diploma required
- (2) Associates Degree in a business related field or a minimum of 5 years general office experience
- (3) Receive a minimum score of 90 on the Microsoft Word test.
- (4) Receive a minimum score of 80 on the Microsoft Excel test
- (5) Demonstrate ability to compose and format general correspondence by completing a writing exercise during the interview.
- (6) Demonstrate ability to organize and work independently with speed.
- (7) Demonstrate accuracy and ability to work under stress and meet pressing deadlines.
- (8) Demonstrate positive customer service skills when working with staff and vendors.
- (9) Demonstrate basic understanding of current technologies.
- (10) Current Business System proficiency preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform highly responsible duties necessary to support the department. Knowledge of the organization, operation, program and goals. Knowledge of federal, state and District rules, regulations and policies. Strong organizational skills with ability to prioritize and respond timely and accurately to deadlines. Ability to maintain confidentiality. Considerable knowledge of office practices and procedures and operation of office equipment. Excellent oral and written communication skills. Effective use of business mathematics. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Knowledge of computer programs including, but not limited to, Microsoft Word, Excel PowerPoint, and OneDrive. Ability to schedule time and to handle multiple tasks in stressful situations.

REPORTS TO:

Director, Information Technology

JOB GOAL

To perform the duties and responsibilities of the position to ensure the efficient and effective operation of the Information Technology Department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Responsible for overall administrative support of the Director, Managers, and department staff.
- * (2) Perform those duties that ensure a high order of administrative efficiency and employee responsiveness.
- * (3) Independently compose and type routine correspondence
- * (4) Assist in training and supervising any clerical personnel as directed by supervisor.
- * (5) Maintain complete and accurate payroll records as assigned.
- * (6) Complete all site-based Human Resource related paperwork related to hiring, evaluations, transfer, and termination of personnel.

ADMINISTRATIVE ASSISTANT III – INFORMATION TECHNOLOGY (continued)

- * (7) Prepare contracts, invoices, supplements, additional duty days, work orders, and other paperwork as necessary.
- * (8) Support classified substitutes as needed.
- * (9) Respond to inquiries and concerns from parents, customers, etc. in a timely manner.
- * (10) Maintain daily appointment calendar for Director and Managers, scheduling appointments and meetings.
- * (11) Assemble a wide variety of information and data and assist in the preparation of reports and records.
- * (12) Coordinate department events.
- * (13) Prepare agenda items or materials for meetings as assigned.
- * (14) Maintain a variety of files and records including personnel files.
- * (15) Keep supervisor informed of potential problems and unusual events.
- * (16) Use positive and effective interpersonal communication skills.
- * (17) Maintain confidentiality.
- * (18) Maintain a courteous and professional manner.
- * (19) Maintain positive effective working relationships with District / school personnel and coworkers.
- * (20) Participate in training to update and increase skills.
- * (21) Screen incoming telephone calls and refer to appropriate staff.
- * (22) Order and maintain office supplies.
- * (23) Report to work regularly and on time.
- * (24) Demonstrate initiative in the performance of assigned responsibilities.
- * (25) Perform assigned bookkeeping duties.
- * (26) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (27) Complete assignments with minimum supervision.
- * (28) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (29) Receive and distribute mail.
- * (30) Demonstrate support for department and District goals and priorities.
- (31) 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