

**SCHOOL DISTRICT OF SARASOTA COUNTY**  
**JOB DESCRIPTION**

**ADMINISTRATIVE ASSISTANT IV**

**SALARY SCHEDULE:** [ADMINISTRATIVE ASSISTANT] SSP13C

**COST CENTER:** [DISTRICT WIDE] Board Members and/or Superintendent

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent and minimum of five (5) years successful experience in an educational system or supporting a senior level executive
- (2) Satisfactory completion of business, clerical and/or computer courses.
- (3) [Minimum of five (5) years successful experience in an educational system or supporting a senior level executive].
- (4) [Experience in using AS400 preferred]
- (5) Receive a minimum score of 90 on the Microsoft Word test
- (6) ESD proficiency preferred
- (7) Electronic agenda experience preferred

**KNOWLEDGE, SKILLS AND ABILITIES:**

Possess interpersonal skills and abilities. Possess effective decision-making and management skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of State Statute [P]pertaining to School Board and Superintendent, Government in the Sunshine, School Board rules and School Board policies. Ability to use effective public relations skills. Ability to handle highly sensitive issues in a timely and professional manner. Possess the knowledge, understanding and ability to use current technology related to job assignment. [Must be a self-starter and often work independently.]

**REPORTS TO:**

[District Administrator] Board Members and/or Superintendent

**JOB GOAL**

[To assist the Administrator with School Board policies, procedures and governance for the District per Florida State Statutes.] To perform duties and responsibilities of the position to ensure that policies, procedures and governance are followed per Florida State Statutes.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Type correspondence and answer routine letters.
- \* (2) Coordinate meetings, conferences, appointments and travel arrangements as needed.
- \* (3) Open incoming mail for Administrator[s] to assure handling and response in a timely manner.
- \* (4) Maintain a tickler file and daily calendar for the Administrator[s].
- \* (5) Screen all incoming telephone calls and refer to appropriate staff member.
- \* (6) Assist the Administrator[s] with School Board related duties.
- \* (7) Participate in School Board Agenda Review. [as needed.]

**ADMINISTRATIVE ASSISTANT [TO THE SCHOOL BOARD MEMBERS]** (Continued)

- \* (8) Assist in the coordination, preparation and delivery of School Board Agenda to School Board members, attorney and administrative staff as needed.
- \* (9) Maintain and assist staff and outside agencies with scheduling.
- \*(10) Attend all School Board meetings and workshops [within the county] and prepare appropriate minutes when needed.
- \*(11) Generate all purchase orders, vouchers, travel expense reports and supply requisitions for the Administrator[s].
- \*(12) Maintain a professional library relating to Administrator's issues.]
- \*(13) (12) Attend legislative, legal and administrative issues training and conferences as required.
- \*(14) (13) Prepare all required reports and maintain all appropriate records.
- \*(15) (14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(16) (15) Provide for a safe and secure workplace.
- \*(17) (16) Model and maintain high ethical standards.
- \*(18) (17) Follow attendance, punctuality, and professional and proper dress requirements.
- \*(19) (18) Maintain confidentiality regarding school matters.
- \*(20) (19) Maintain positive and cohesive relationships with staff and vendors.
- \*(21) (20) Keep [Administrator] Board Members and Superintendent informed of potential problems or unusual events.
- \*(22) (21) Respond to inquiries and concerns in a timely manner.
- \*(23) (22) Follow all School Board policies, rules and regulations.
- \*(24) (23) Exhibit interpersonal skills to work as an effective team member.
- \*(25) (24) Demonstrate support for the School District and its goals and priorities.
- \*(25) (25) Have sustained focus and attention to detail for extended periods of time.
- (26) 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. 11**

\*Essential Performance Responsibilities