

# SCHOOL DISTRICT OF SARASOTA COUNTY

## JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT II/PRINT SHOP

**SALARY SCHEDULE: SSP-6**

**COST CENTER: MATERIALS MANAGEMENT SERVICES (9033)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of one (1) year secretarial experience.
- (3) Must receive a minimum score of 80 on the Microsoft Word test; 65 on the Excel.
- (4) Demonstrate proficiency in secretarial skills.

**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:**

Print Shop Supervisor

**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) Process requests for incoming and outgoing printing orders by cost center and date.
- \* (3) Maintain electronic files including creating documents, storing and retrieving files, and producing spreadsheets for departmental operations.
- \* (4) Input invoice data for billable work, record information on appropriate spreadsheets, and update printing request forms as appropriate.
- \* (5) Perform bookkeeping duties to include issuing purchase orders, reviewing packing slips and approving invoices for payment.
- \* (6) Maintain spreadsheets for departmental budgeting including purchase orders issued, invoice payments, warehouse orders, fund transfers and reimbursements.
- \* (7) Interact with District personnel to assist with inquiries regarding printing timelines and the status of orders.
- \* (8) Input monthly account billing for Express Service usage.
- \* (9) Answer incoming phone calls and emails and provide assistance for basic inquiries in a timely manner.
- \* (10) Process monthly receivables and issue statements.
- \* (11) Open, sort, and distribute Express Service requests.

**ADMINISTRATIVE ASSISTANT II/PRINT SHOP (Continued)**

- \* (12) Keep supervisor informed of potential problems or unusual events.
- \* (13) Demonstrate initiative in the performance of assigned responsibilities.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding department matters.
- \* (17) Maintain positive relationships with vendors 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 department 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.

**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