

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II/PURCHASING

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 test.
- (4) Demonstrate proficiency in secretarial skills.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to meet and interact with the public. Proficiency in the use of computers, specific software, and other technology. 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:

Purchasing and Fixed Assets Manager [Director, Materials Management or designee]

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) Assist with public bid openings and proofread associated documents.
- * (3) Maintain electronic bid files including creating and combining documents, storing and retrieving files, and producing spreadsheets for bid tabulations.
- * (4) Transmit electronic bid files via the Internet to requesting users and agencies.
- * (5) Maintain bid files in a systematic manner that relate to district bids, bid shares, and state contracts.
- * (6) Assist with the creation of presentations and documents using Power Point and Publisher software.
- * (7) Interact with the public including vendors and bidders and assist with inquiries regarding bid documents, bid openings and bid awards.
- * (8) Communicate with other agencies to acquire or distribute bid-related documents.
- * (9) Screen incoming phone calls and direct them appropriately. Provide assistance for basic inquiries.
- * (10) Respond to inquiries and concerns in a timely manner.
- * (11) Assist with opening and distributing mail for the Purchasing facility.
- * (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 district matters.

ADMINISTRATIVE ASSISTANT II/PURCHASING (Continued)

- *(17) Maintain positive relationships with vendors and staff.
- *(18) Participate in workshops and training sessions as required.
- *(19) Provide typing, filing, duplicating, 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 tasks as assigned.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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