

## 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; [80] 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

#### 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, vendor applications, and insurance certificates.
- \* (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.

- \*(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) Have sustained focus and attention to detail for extended periods of time.
- (26) 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