

Santa Rosa County District Schools

**Job Description**

**Administrative Services Specialist**

Reports To: Assistant Superintendent for Administrative Services  
FLSA Status: Non-Exempt  
Department: Administrative Services  
Prepared by: Human Resources  
Date: April 6, 2021  
Job Code: 61047  
Range: 17

**Preface:**

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
- There are marginal tasks employees are required to perform that are incidental to the primary duties and responsibilities.
- Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

**Primary Duties and Responsibilities:**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Personal secretary to the Assistant Superintendent for Administrative Services and responsible for dealing with the day to day activities of the office;
- Responsible for data entry of leave requests and preparation of department payrolls;
- Responsible for purchase orders for Administrative Services Department;
- Maintains records of VISA cards for Administrative Services;
- Responsible for ensuring the Florida Inventory of School House (FISH) database is accurate;
- Responsible for data entry of amendments to Part III budget related funds;
- Maintains Web Page for Department;
- Responsible for departmental budget amendments;
- Responsible for entering departmental items into the Novus Agenda for each board meeting;
- Answers questions from school administrators regarding FISH updates;
- Responsible for advertising all board approved public hearings (all district departments), and bid openings for Administrative Services;
- Maintains Plans room;
- Maintains school map and schematic records;
- Maintains emergency/security phone information;

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- Type and maintain storm assessment information (fire, flood, hurricane, tornado...)
- Participates in various training activities providing guidance in use of budgetary computer screens and systems;
- Prepares and compiles agendas and supporting documentation for Administrative Services staff meetings;
- Other duties as assigned

### **Supervision Received:**

Assistant Superintendent for Administrative Services

### **Supervision Exercised:**

NA

### **Minimum Qualifications & Skills:**

- Three years of experience related to budgets in a school, district department, or governmental entity. One year of experience working with Excel, Word and Adobe. Ability to create spreadsheets.

### **Preferred Qualifications & Skills:**

- Operate computer, calculator, and related machines.

### **Physical Demands**

Must be able to operate a computer or data entry device. Office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Terms of Employment:**

Approved Compensation Plan

Educational Support Salary Schedule

### **Job Benefits:**

- Pension or Investment Plan provided by the Florida Retirement System (FRS)
- Personal and family health care plans available include medical, dental and vision
- Paid vacation, sick leave and optional personal leave
- Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff