

SCHOOL DISTRICT OF HOLMES COUNTY

JOB DESCRIPTION

ADMINISTRATIVE SECRETARY, PROJECTS / GRANTS

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of five (5) years related progressively responsible experience.
- (3) Must be able to type at least thirty-five (35) correct words per minute.
- (4) Computer proficiency.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of laws and federal regulations, Florida statutes and State Board rules applicable to federal projects and grants. Knowledge of detailed office procedures, financial functions and the operation of office machines and equipment. Considerable knowledge of office practices, grammar, spelling and business correspondence. Knowledge of basic bookkeeping and mathematics skills. Ability to utilize computer for word processing and other specific programs. Knowledge of the operation and programs of the department. Ability to efficiently and effectively manage multiple tasks in stressful situations. Ability to establish and maintain positive working relationships with others. Ability to deal effectively and courteously with the public.

REPORTS TO:

General Support Administrator

JOB GOAL

To perform a variety of secretarial, clerical and delegated administrative duties requiring considerable knowledge of the responsibilities and jurisdiction of the assigned department.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Complete project applications.
- * (2) Prepare and type a variety of correspondence, forms, records, reports and documents.
- * (3) Perform office routines and practices associated with a busy, productive and smoothly-run office.
- * (4) Prepare budgets, purchase orders, personnel lists to be paid from projects, track expenditures and complete budget amendments for all applicable projects.
- * (5) Obtain, assemble and organize pertinent data into usable form for local state and federal audits.
- * (6) Perform bookkeeping tasks associated with the specific position.
- * (7) Input financial data into computer as necessary.
- * (8) Verify data for reports.
- * (9) Compile payroll reports, prepare personnel action requests and maintain files.

ADMINISTRATIVE SECRETARY, PROJECTS / GRANTS (Continued)

- *(10) Prepare materials for inclusion in packets for School Board approval.
- *(11) Assist in the preparation of materials, budgets, amendments and other documents included in financial reports.

Inter / Intra-agency Communication and Delivery

- *(12) Answer the telephone and greet visitors in a courteous and professional manner.
- *(13) Receive and distribute all incoming and outgoing mail.
- *(14) Receive and route incoming calls.
- *(15) Assist other departments and school personnel as directed by supervisor.
- *(16) Communicate effectively with co-workers, administration, school personnel and the public.
- *(17) Respond to inquiries and concerns in a timely manner.
- *(18) Keep supervisor informed of potential problems or unusual events.

Employee Qualities / Responsibilities

- *(19) Maintain a courteous and professional manner.
- *(20) Maintain confidentiality.
- *(21) Use positive, effective interpersonal communication skills.
- *(22) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- *(23) Participate in workshops and training to update skills.

System Support

- *(24) Prepare all required reports and maintain all appropriate records.
- *(25) Follow all School Board policies and procedures.
- *(26) Exhibit the interpersonal skills necessary as an effective team member.
- *(27) Demonstrate support for the School District and its goals and priorities.
- *(28) 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. SUB 21

*Essential Performance Responsibilities