

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST II, Systems Management Support - Facilities

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in secretarial and clerical skills.
- Five (5) years of secretarial/bookkeeping experience, with at least two (2) years of experience working with Facilities Maintenance type work order systems and programs.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Ability to utilize Microsoft Word, Excel, PowerPoint, Access, and Outlook.
- Knowledge of Excel formulas.
- Knowledge of basic problem resolution strategies.
- Skill in problem solving, organizing, and effectively managing time.
- Skill in prioritizing workload.
- Ability to establish and maintain effective working relationships with others.
- Ability to work in a dynamic environment with sensitivity and responsiveness to changing goals, priorities, and needs.
- Ability to follow detailed oral and written instructions and organize work while providing technical assistance to other personnel.
- Ability to provide outstanding customer service.

SUPERVISION

REPORTS TO Assistant Director of Facilities Services
SUPERVISES No Supervisory Duties

POSITION GOAL

To operate, maintain, and oversee the District's Work Order Management System and data base in order to ensure the accuracy of input/output data and accounts reimbursable. To provide detailed information to the department so that staff can effectively utilize personnel and funding resources. To perform secretarial and clerical tasks in a timely and effective manner.

PERFORMANCE RESPONSIBILITIES

1. *Maintain information in computer database.
2. *Receive visitors/phone calls and provide information or make referrals to other staff members.
3. *Create and/or maintain files.
4. *Open, sort, and distribute mail.
5. *Draft, type, and maintain cost center correspondence and other documents.
6. *Operate general office machines.
7. *Schedule appointment, conferences, and transportation/travel arrangements for administrators and staff as requested by the cost center administrator or designee.
8. *Process forms relating to staff and/or departmental functions to include, but not limited to, Safe Driver Program, vehicle maintenance logs, and emergency work order log.
9. *Maintain department's webpage.
10. *Code and assign accurately incoming work orders to appropriate Division.
11. *Develop and prepare various recurring and custom/special reports, summaries, and tabulations.
12. *Compile visual reports and graphs of cumulated data and statistics.

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13. *Compile and process Department of Education comprehensive facility safety inspection data for submission to the State.
14. *Administer and oversee the District's Maintenance Management Work Order System to ensure accuracy of use and minimal disruption.
15. *Assist staff by providing data to develop the Department's annual budget.
16. *Serve as insurance and workers' compensation contact, as assigned by the cost center administrator and/or designee.
17. Perform other duties as assigned by the Director or Assistant Director of Facilities Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Sedentary Work

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

PHYSICAL ACTIVITIES

Sitting

Resting with the body supported by the buttocks or thighs.

Standing

Assuming an upright position on the feet particularly for sustained periods of time.

Walking

Moving about on foot to accomplish tasks, particularly for long distances.

WORKING CONDITIONS

Indoors

The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

TERMS OF EMPLOYMENT

PAY GRADE

C-C \$32,726 - \$58,117
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 16
EEO-5 Line 51
Function Vary
Job Code 1950
Survey Code 81099

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

December 19, 2017
December 13, 1994

ADA Information Provided by Kim Dove
Position Description Prepared by Kim Dove