

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Administrative Support - Facilities

#### QUALIFICATIONS

- Bachelor's Degree in Business/Public Administration, Business Management, Accounting, or related field.
- Four (4) years of successful accounting experience.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of computer applications as related to specific job functions.
- Ability to apply established policies and procedures to practical applications, including analyzing and evaluating accounting data.
- Ability to research information, draw conclusions, and make recommendations for process improvement.
- Ability to present ideas clearly both orally and in writing.
- Knowledge of office procedures and practices including personal computers and software applications used for accounting functions.
- Knowledge of capital budget forecasting, developing, and analysis.
- Knowledge of standardized budget policies/procedures, purchasing policies, and governmental accounting.
- 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.
- Experience with financial enterprise database application preferred.
- 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 SUPERVISES**      Assistant Director of Facilities Services  
No Supervisory Duties

#### POSITION GOAL

***To assist the Director and Assistant Director of Facilities Services in coordinating the development of the District's budgeting process. To assist in contract administration, to serve as administrative lead, and to oversee all maintenance administrative support staff critical activities related to department operating budget and District capital budget.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Set and communicate performance goals; create and manage deadlines in compliance with the department's mission and vision.
2. \*Assist in providing guidance for all Facilities Services administrative support staff; plan, organize, and oversee work-load, assist management in ensuring employees understand assigned duties and delegated tasks.
3. \*Coordinate routine staff meetings, conduct customer satisfaction surveys, and prepare monthly productivity reports, as requested.
4. \*Maintain timekeeping and personnel records for administrative support staff.
5. \*Work with Director and Assistant Director to establish and implement training programs for all administrative support staff.
6. \*Work with Director and Assistant Director in drafting, reviewing, and updating internal policies and procedures including, but not limited to, SOPs, Fiscal, Human Resources, and Organization/Administration.
7. \*Create and/or maintain filing systems.
8. \*Receive visitors/phone calls and provide information or make referrals to other staff members, when appropriate.
9. \*Utilize department's work order system to enter, track, manage work order requests and run reports.
10. \*Open, organize, and route mail; answer routine correspondence.
11. \*Draft, type/word process correspondence and other documents.
12. \*Prepare meeting agenda, take notes, record, and publish meeting minutes.

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13. \*Maintain calendar, schedule appointments, and meetings for Director and Assistant Director of Facilities Services.
14. \*Assist with the development, management, coordination, and review of the department's operating and CIP budget.
15. \*Conduct fiscal impact analysis and revenue and expenditure forecasting.
16. \*Prepare various recurring and custom/special reports, summaries, and tabulations. Compile visual reports and graphs of cumulated data and statistics.
17. \*Research account discrepancies and submit needed corrections to the Director of Facilities Services.
18. \*Inventory and order supplies, forms, and equipment.
19. \*Perform purchasing, human resources, and bookkeeping functions, as assigned and required.
20. \*Prepare submittal for all purchases requiring Board approval.
21. \*Assist with establishing internal accounting procedures and forms in compliance with appropriate state and local rules or policies.
22. \*Determine target allocations based upon revenue projections and cost estimates.
23. \*Ensure department maintains a complete and systematic set of records relating to all purchases, accounts payable, and Human Resources.
24. \*Oversee budget transfers, analyze budgeted requests, and make recommendations.
25. \*Research budget checking errors resulting from purchase orders, vouchers, and warehouse orders and determine corrective action.
26. \*Maintain current accounting of funds on a cost center/fund/function/object/project basis consistent with the accounting system prescribed by the State Board of Education and with generally accepted accounting principles and procedures.
27. \*Assist in the administration of maintenance contracts to ensure compliance, delivery schedules, pricing, terms, conditions, and other provisions.
28. \*Assist with the preparation and submission of applicable local and state budget documents as required by law.
29. Perform other duties as assigned by the Director and 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

**AS-E \$50,531 - \$89,736**  
District Salary Schedule  
Months 12  
Annual Days 258  
Weekly Hours 37.5  
Annual Hours 1935

#### POSITION CODES

PeopleSoft Position TBD  
Personnel Category 14  
EEO-5 Line 44  
Function Vary  
Job Code 2077  
Survey Code 74010

#### FLSA

Applicable  
 Not applicable

Previous Board Approval

#### BOARD APPROVED

**December 19, 2017**

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