

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, East Coast Technical Assistance Center (ECTAC) Operations

QUALIFICATIONS

- Associate's Degree or sixty (60) semester hours from an accredited institution required.
- Bachelor's Degree in Business/Public Administration, Business Management, Accounting, or related field preferred.
- Four (4) years of office experience and four (4) years of bookkeeping/accounting experience with emphasis in state, local, and federal funding guidelines.
- Experience with federal educational program laws, guidelines, and funding.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of office procedures and practices including computers, related peripherals, and software applications.
- Knowledge of standardized budget policies/procedures, purchasing policies, and governmental accounting.
- Knowledge of policies, regulations, and law pertaining to Elementary and Secondary Education Act (ESEA) and Every Student Succeeds Act (ESSA).
- Skill in office organization, time management, and customer service.
- 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.
- Ability to present ideas clearly both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to follow detailed oral and written instructions and organize work while providing technical assistance to other personnel.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, and PeopleSoft platform applications preferred.

SUPERVISION

REPORTS TO SUPERVISES Director of the East Coast Technical Assistance Center (ECTAC)
No Supervisory Duties

POSITION GOAL

To assist the ECTAC Director and program specialists in providing technical assistance to the ECTAC member school districts in the implementation of Title I programs under ESEA, by establishing and maintaining all critical office procedures and accounting tasks, as well as processing all agreements with members.

PERFORMANCE RESPONSIBILITIES

1. *Develop and/or maintain filing system for ECTAC district membership data.
2. *Establish and monitor general office operations for staff regarding travel, payroll, timekeeping, purchasing, and meetings.
3. *Assist ECTAC Director, the fiscal agent and its purchasing and legal departments to develop/review annual ECTAC agreement.
4. *Prepare Board items for submission, as directed.
5. *Gather data for account analysis from past years for developing preliminary budget, cost estimates, and member fee schedule.
6. *Coordinate with and track progress of the ECTAC annual agreement with member districts, administrators, as well as legal and purchasing departments.
7. *Prepare monthly membership status report for ECTAC Director.
8. *Establish and maintain fiscal accountability for department operational and conference accounts.
9. *Perform purchasing, human resources, and bookkeeping functions in PeopleSoft, as assigned and required.
10. *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.
11. *Research discrepancies and submit needed corrections to the Director of ECTAC.
12. *Inventory and order supplies and equipment.
13. *Maintain a complete and systematic set of records relating to all department Finance and Human Resources functions, in compliance with local, state, and federal guidelines.

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14. *Maintain timekeeping and personnel records for all staff.
15. *Maintain all ECTAC member directories and email distribution lists.
16. *Provide technical support to ECTAC staff.
17. *Assist in maintaining department web page.
18. *Collaborate with The Foundation for Seminole County Public Schools.
19. *Participate in professional development in-services, when applicable.
20. *Receive visitors/phone calls and provide information or make referrals to other staff members, when appropriate.
21. *Open, organize, and route mail; answer routine correspondence.
22. *Draft, type/word process correspondence and other documents.
23. *Organize and process meeting registrations, agendas, take notes, record, and publish meeting minutes.
24. *Collaborate with the Florida Association of State and Federal Education Program Administrators (FASFEP), create agenda books, and assist with the logistics for the biannual forums and process Educational Leadership Scholarship applications.
25. *Apply knowledge of applicable federal laws and statutes when assisting ECTAC staff and member districts.
26. Perform other duties as assigned by the Director of the East Coast Technical Assistance Center (ECTAC).

**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-D \$46,569 - \$82,700
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 12
EEO-5 Line 43
Function 6300
Job Code 2078
Survey Code 63010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 24, 2018

ADA Information Provided by Marjorie Murray
Position Description Prepared by Marjorie Murray