SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II/PURCHASING

**SALARY SCHEDULE:** SSP-6

**COST CENTER:** MATERIALS MANAGEMENT SERVICES (9033)

**QUALIFICATIONS:**
1. High School Diploma or equivalent.
2. Minimum of one (1) year secretarial experience.
3. Must receive a minimum score of 80 on the Microsoft Word test; 65 on the Excel test.
4. Demonstrate proficiency in secretarial skills.

**KNOWLEDGE, SKILLS AND ABILITIES:**
- Ability to meet and interact with the public. Proficiency in the use of computers, specific software, and other technology. Knowledge of basic office equipment. General working knowledge of school and/or District.
- Ability to perform a multitude of clerical tasks and complete repetitive duties without close supervision.
- Ability to work alone or as part of a team. Good oral and written communication skills. Basic mathematical skills. Good organizational skills.

**REPORTS TO:**
Purchasing and Fixed Assets Manager

**JOB GOAL**
To perform the duties and functions of the position so that the effectiveness and efficiency of the office is maintained.

**SUPERVISES:**
N/A

**PERFORMANCE RESPONSIBILITIES:**

* (1) Perform secretarial and clerical tasks and manage the day-to-day processing of communications, records and secretarial duties within the office.
* (2) Assist with public bid openings and proofread associated documents.
* (3) Maintain electronic bid files including creating and combining documents, storing and retrieving files, and producing spreadsheets for bid tabulations.
* (4) Transmit electronic bid files via the Internet to requesting users and agencies.
* (5) Maintain bid files in a systematic manner that relate to district bids, bid shares, state contracts, vendor applications, and insurance certificates.
* (6) Assist with the creation of presentations and documents using Power Point and Publisher software.
* (7) Interact with the public including vendors and bidders and assist with inquiries regarding bid documents, bid openings and bid awards.
* (8) Communicate with other agencies to acquire or distribute bid-related documents.
* (9) Screen incoming phone calls and direct them appropriately. Provide assistance for basic inquiries.
* (10) Respond to inquiries and concerns in a timely manner.
* (11) Assist with opening and distributing mail for the Purchasing facility.
* (12) Keep supervisor informed of potential problems or unusual events.
* (13) Demonstrate initiative in the performance of assigned responsibilities.
* (14) Model and maintain high ethical standards.
* (15) Follow attendance, punctuality, and proper dress rules.
* (16) Maintain confidentiality regarding district matters.
*(17) Maintain positive relationships with vendors and staff.
*(18) Participate in workshops and training sessions as required.
*(19) Provide typing, filing, duplicating, record keeping and other general clerical duties for other department personnel as directed by supervisor.
*(20) Perform data entry as necessary or assigned.
*(21) Prepare all required reports and maintain all appropriate records.
*(22) Follow all School Board policies, rules, and regulations.
*(23) Exhibit the interpersonal skills necessary as an effective team member.
*(24) Demonstrate support for the School District and its goals and priorities.
*(25) Have sustained focus and attention to detail for extended periods of time.
*(26) Perform other tasks as assigned.

PHYSICAL REQUIREMENTS:
Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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. 05

*Essential Performance Responsibilities