

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT III / BOOKKEEPER – CONSTRUCTION SERVICES DEPARTMENT

SALARY SCHEDULE: SSP-9

COST CENTER: CONSTRUCTION SERVICES DEPARTMENT (9042)

QUALIFICATIONS:

- 1) High School Diploma or equivalent.
- 2) Must receive a minimum score of 90% on Microsoft Word test.
- 3) Must score a minimum of 90% on the bookkeeping test within 6 months of hire.
- 4) Two (2) years' experience with knowledge of general office operation preferred.
- 5) AS400 proficiency preferred
- 6) Excel proficiency preferred
- 7) Able to organize and work independently with speed and accuracy and ability to work under stress and meet pressing deadlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer programs, including Microsoft Word and Excel. Knowledge of federal, state, City/County and District rules, regulations and policies. Understanding of accounting processes. Good time management, organization and people skills. Good oral and written communication skills. Considerable knowledge of office practices/procedures and operation of office equipment. Ability to maintain confidentiality. Ability to exercise independent judgment in assigned duties and deal effectively with District personnel, outside agencies and the general public. Ability to schedule time and to handle multiple tasks in stressful situations. Knowledge of construction industry procedures and terminology. Three (3) years working with architects/engineers and/or contractors preferred. Experience with the Office of Educational Facilities standard documents and procedures preferred.

REPORTS TO:

Cost Center Head

JOB GOAL

To provide data development, file management and network management support to include word processing, spreadsheets, and clerical assistance for project team(s) as necessary to support assigned capital budget projects.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Process communications, including telephone calls, facsimiles and mail.
- * (2) Create, type, duplicate, assemble and/or distribute documents and correspondence.
- * (3) Maintain a variety of files and records.
- * (4) Maintain complete and accurate payroll records as assigned.
- * (5) Receive orders, check accuracy of vendor and distribute materials to appropriate staff members.
- * (6) Prepare agenda items or materials for School Board and other meetings as assigned.
- * (7) Schedule appointments/meetings for supervisor, as assigned.
- * (8) Maintain confidentiality.
- * (9) Communicate effectively and maintain positive working relationships with public, students, coworkers, vendors, construction industry personnel and administration.
- * (10) Requisition and receive all orders from budget purchase orders.

**ADMINISTRATIVE ASSISTANT III / BOOKKEEPER – CONSTRUCTION SERVICES DEPARTMENT
(Continued)**

- * (11) Process purchase orders and associated invoices.
- * (12) Work with Cost Center Head to develop an annual department budget for supplies and equipment (District funds).
- * (13) Submit accurate reports in a timely manner and maintain all appropriate records.
- * (14) Oversee operation and maintenance of office equipment reporting malfunctions for necessary repairs.
- * (15) Exhibit interpersonal skills to work as an effective team member.
- * (16) Pay all bills in a timely manner.
- * (17) Demonstrate initiative in the performance of assigned responsibilities.
- * (18) Provide for a safe and secure workplace.
- * (19) Follow attendance, punctuality and proper dress rules.
- * (20) Keep supervisor informed of potential problems and unusual events.
- * (21) Participate in workshops and training sessions as required.
- * (22) Follow all School Board policies, rules and regulations.
- * (23) Complete assignments with minimum supervision.
- * (24) Demonstrate support for the District / Department and its goals & priorities.
- * (25) Perform permitting clerical duties as assigned.
- * (26) Be familiar with permitting procedures and filing system.
- * (27) Update computer files and generate reports to include text and graphs necessary to support project reports, budget analysis, and presentations.
- * (28) Transfer electronic information to and from architects/engineers/contractors to ensure a standard project data base.
- * (29) Process and monitor progress of all project purchase orders, work orders, and architect/engineer/contractor invoices.
- * (30) Provide word processing and file management support for the projects, including contracts pertaining to capital budget projects.
- * (31) Prepare and process contracts for architects/engineers/contractors.
- * (32) Process amendments, change orders, invoices, etc. pertaining to architect/engineer/contractor contracts.
- * (33) Coordinate direct material purchase (DMP) purchase orders as they pertain to capital projects.
- * (34) Maintain log sheets for various specialized services and purchase orders.
- * (35) Respond to inquiries and concerns from parents, customers and public in a timely manner.
- * (36) Assemble a wide variety of information/data and assist in the preparation of reports and records.
- * (37) Use positive and effective interpersonal communication skills.
- * (38) Maintain a courteous and professional manner.
- * (39) Receive & distribute mail.
- * (40) Sustained focus and attention to detail for extended periods of time.
- (41) 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. 05

*Essential Performance Responsibilities