SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT II/PRINT SHOP

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.
(4) Demonstrate proficiency in secretarial skills.

KNOWLEDGE, SKILLS AND ABILITIES:
Ability to meet and interact with the public. Proficiency in the use of computers and specific software. 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:
Print Shop Supervisor

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) Process requests for incoming and outgoing printing orders by cost center and date.
* (3) Maintain electronic files including creating documents, storing and retrieving files, and producing spreadsheets for departmental operations.
* (4) Input invoice data for billable work, record information on appropriate spreadsheets, and update printing request forms as appropriate.
* (5) Perform bookkeeping duties to include issuing purchase orders, reviewing packing slips and approving invoices for payment.
* (6) Maintain spreadsheets for departmental budgeting including purchase orders issued, invoice payments, warehouse orders, fund transfers and reimbursements.
* (7) Interact with District personnel to assist with inquiries regarding printing timelines and the status of orders.
* (8) Input monthly account billing for Express Service usage.
* (9) Answer incoming phone calls and emails and provide assistance for basic inquiries in a timely manner.
*(10) Process monthly receivables and issue statements.
*(11) Open, sort, and distribute Express Service requests.
(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 department matters.

(17) Maintain positive relationships with vendors and staff.

(18) Participate in workshops and training sessions as required.

(19) Provide typing, filing, duplicating, inventory, 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) 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*