

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

Coordinator, Position Control

QUALIFICATIONS

- (1) Associates degree or higher, from an accredited college or university, in human resources, business, finance or a related field preferred; equivalent and related experience may be substituted for degree.
- (2) Position control experience preferred, with
- (3) Extensive Excel and Word knowledge.
- (4) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of School Board policies and practices as they relate to schools and departments. Knowledge of federal and state laws and regulations as they relate to job functions. Knowledge of proper grammar usage, spelling, business English and math. Ability to use computers and typical office software applications. Ability to compose business correspondence. Ability to follow written and oral instructions. Ability to research, compile and edit information for reports. Ability to work independently with minimum supervision and to maintain confidentiality. Ability to establish and maintain effective working relationships with other employees, departments, parents, governmental agencies and the general public.

REPORTS TO:

Chief Human Resources Officer

JOB GOAL

To organize, maintain and manage the District's Position Control system and assist administrators and secretaries in requesting new personnel and accurately account for units allocated to the schools and departments. Provide ad hoc reporting to Superintendent, Chief Finance Officer, Executive Director of Leadership Development, or designee to assist in making key budget decisions.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

1. Maintain an accurate account of all positions and job codes.
2. Function as administrator for application tracking system.
3. Customize and enhance the application tracking system to reflect District work processes.
4. Accurately account for and track all units and positions on a daily basis.
5. Review and approve advertisement and hiring request from schools and departments.
6. Process posting of advertisements of positions on application tracking system.
7. Process personnel changes in the Position Control System.

POSITION CONTROL COORDINATOR (Continued)

8. Maintain Department of Education (DOE) job codes, job coding structure, and job titles for eligible/non-eligible collective bargaining units.
9. Adjust allocations to schools and departments as various adjustments are authorized.
10. Train school-based and district-based personnel in application tracking system functions and data analysis.
11. Account for all reserve units.
12. Maintain position control files to be able to prepare and submit standard district and DOE reports, as well as those requested by administrators.
13. Work with Personnel Specialist to ensure that all coding is correct according to position of employee for proper calculation of paycheck.
14. Assign and maintain job codes for all positions, fulltime and part time.
15. Maintain job descriptions on each group of employees.
16. Maintain confidentiality regarding school/workplace matters.
17. Model and maintain high ethical standards.
18. Maintain expertise in assigned area to fulfill position goals and objectives.
19. Work closely with administrators to assist them in understanding and accurately maintaining local personnel data.
20. Maintain continuous contact with Finance Department to ensure that units are accurately reported throughout the fiscal year.
21. Work with Human Resources staff to ensure year end reappointments are handled in a timely manner and within allocation guidelines.
22. Develop and maintain an up-to-date knowledge base and a clear understanding of the criteria for each required or requested report.
23. Keep supervisor informed of potential problems or unusual events.
24. Serve on school/district committees as required or appropriate.
25. Follow federal and state laws as well as School Board policies, rules and regulations.
26. Prepare all required reports and maintain all appropriate records.
27. Exhibit interpersonal skills to work as an effective team member.
28. Demonstrate initiative in identifying potential problems or opportunities for improvement.

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 Code 4

Flagler Schools Strategic Framework – Leadership Development

Salary Lane: Professional PAIZ-0

Approved 06/19/2018