

SCHOOL DISTRICT OF DESOTO COUNTY
CONFIDENTIAL SECRETARY / BOOKKEEPER, DISTRICT
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years of experience utilizing secretarial and bookkeeping skills.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform all bookkeeping and record keeping functions necessary for budgeting, management, and expenditure of district, state, and federal funds. Ability to store and file correspondence and data in an organized manner. Ability to use correct grammar when writing and speaking. Ability to prepare correspondence in acceptable formats free of spelling and grammatical errors. Possession of strong interpersonal skills and sound judgment. Ability to develop spreadsheets and perform word processing functions using current office technology. Ability to communicate effectively with members of the business and community, teachers, students, parents, administrators, and peers. Desire for personal professional growth. Knowledge of technical skills relevant to office procedures in curriculum and staff development. Knowledge of office machinery/equipment operation. Skill in diplomatic problem-solving with the ability to recommend a course of action to the director. Skill in handling complaints in a professional, courteous manner. Ability to adapt effectively to a variety of tasks and time lines. Ability to maintain and report information within established deadlines. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Assigned Director

JOB GOAL

To assist the Director in conducting the administrative operations through positive public relations, a high level of efficiency and knowledge of office practices, procedures and modern technology.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Each person in this job classification may not be assigned responsibility for performing all tasks.

Service Delivery

- *(1) Prepare yearly contracts/agreements and maintain files for contracted services once negotiations are complete.
- *(2) Maintain data of contracted expenditures for yearly analysis.

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- * (3) Manage assigned district budget and federal grants which include the following duties: prepare budget and grants for board approval, prepare purchase orders, receive goods, process invoices, prepare local and state budget amendments, calculate expenditures and monitor budget balances, project salaries and expenditures.
- * (4) Maintain director's calendar, travel arrangements and input leave forms.
- * (5) Input and verify travel reimbursement requests and prepare and submit personnel action forms as required.
- * (6) Submit the director's yearly recommendations for personnel.
- * (7) Submit vacant or new position postings for approval.
- * (8) Maintain administrative, personnel, and current certificate/licensure files.
- * (9) Submit all necessary paperwork for board agenda items and workshops/in-services.
- * (10) Process reports as requested by Florida Department of Education.
- * (11) Maintain supplies for office use.
- * (12) Submit Work Requests.
- * (13) Maintain Workman's Compensation files and submit reports.
- * (14) Calculate and create invoices for various agencies based on board approved contracts.
- * (15) Coordinate all Personnel Activity Reports for federally funded employees.
- * (16) Perform secretarial duties as assigned by the director which include but is not limited to phones, typing, filing, copying and distribution of materials.
- * (17) Prepare and submit payroll.
- * (18) Use appropriate technology in performing secretarial and data input functions.
- * (19) Prepare board agenda documentation for director.
- * (20) Assist finance and human resources areas as needed.
- * (21) Handle and distribute the incoming and outgoing mail.
- * (22) Perform back-up switchboard duties.
- * (23) Make arrangements for division meetings.
- * (24) Prepare temporary duty forms, personal leave forms, personnel action forms and payroll for the office.
- * (25) Prepare written correspondence as requested by the director.
- * (26) Pick up, organize and tag incoming mail for division.
- * (27) Make travel arrangements for director, assistant directors and other staff as directed.
- * (28) Prepare purchase orders and maintain budgets for supplies, instructional materials, staff development, and other grants under the management of the director.
- * (29) Work with various education professionals and other stakeholders in continuous improvement of educational experiences for teachers and staff.
- * (30) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (31) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (32) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (33) Exhibit professionalism in dress, attitude, and customer relations.
- * (34) Ensure adherence to good safety standards.
- * (35) Maintain confidentiality regarding school/workplace matters.
- * (36) Model and maintain high ethical standards.
- * (37) Engage in continuous quality improvement for self and the school district.
- * (38) Maintain expertise in assigned area to fulfill position goals and objectives.

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- * (39) Participate in relevant workshops and training activities.
- * (40) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (41) Exercise service orientation when working with others.
- * (42) Keep supervisor informed of potential problems or unusual events.
- * (43) Use effective, positive interpersonal communication skills.
- * (44) Respond to inquiries and concerns in a timely manner.
- * (45) Serve on school/district committees as required or appropriate.

System Support

- * (46) Exhibit interpersonal skills to work as an effective team member.
- * (47) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (48) Demonstrate support for the school district and its goals and priorities.
- * (49) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (50) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (51) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

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.

COMPENSATION:

Compensation for this position is Pay Lane **E04**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.