

SCHOOL DISTRICT OF DESOTO COUNTY

POSITION MANAGEMENT

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years clerical experience.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to use current technology to maintain records and obtain data and information. Knowledge of modern office practices and procedures. Knowledge of personnel system and procedures. Ability to prepare and maintain complex records and reports. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and 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:

Director of Human Resources

JOB GOAL

To provide specialized duties in personnel services, related to position management to support and facilitate the employment functions and services of the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Maintain address/phone number change request through Skyward Employee Access.
- *(2) Input position control information and job status changes.
- *(3) Submit documents to Board Agenda.
- *(4) Employee annual roll of years of experience.
- *(5) Employment/loss of income verifications.
- *(6) Assist with staff survey for Florida Department of Education.
- *(7) Maintain payroll documents for Human Resources and the Finance Divisions.
- *(8) Maintain organizational chart for time-off purposes.
- *(9) Process Personnel Action Forms (PAFs) into Skyward.
- *(10) Provide backup for other positions as necessary.
- *(11) Assist with drug testing and fingerprint process.
- *(12) Scan personnel documents in accordance with the records retention schedule.
- *(13) Process employment applications, prepare job postings, and maintain vacancy information.

POSITION MANAGEMENT (Continued)

- *(14) Processes salary adjustments in Skyward.
- *(15) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- *(16) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- *(17) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- *(18) Ensure adherence to good safety standards.
- *(19) Maintain confidentiality regarding school/workplace matters.
- *(20) Model and maintain high ethical standards.
- *(21) Maintain expertise in assigned area to fulfill position goals and objectives.
- *(22) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- *(22) Exercise service orientation when working with others.
- *(23) Keep supervisor informed of potential problems or unusual events.
- *(24) Use effective, positive interpersonal communication skills.
- *(25) Respond to inquiries and concerns in a timely manner.

System Support

- *(26) Exhibit interpersonal skills to work as an effective team member.
- *(27) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(28) Demonstrate support for the school district and its goals and priorities.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(30) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(31) Participate in cross-training activities as required.
- *(32) 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 **E06**

EVALUATION:

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