

School District of Bradford County

Job Description

Administrative Secretary for Information and Technology

FLDOE Job Code: 82011 – Administrative Assistant, Administrative Technology

Qualifications:

1. Two (2) year degree or higher with course work in computer science, systems support or business with a high level of secretarial and/or office skills; or
2. High school diploma or equivalent and at least two (2) years of advanced secretarial or application system user support experience.
3. Experience with office products, work flows and technological devices.
4. Knowledge of the operation and programs of the school system is preferred.

Knowledge, Skills and Abilities:

1. Possesses the ability to perform secretarial administrative work at a highly efficient level for the information and technology service department.
2. Possesses the ability to provide courteous and meaningful customer support.
3. Able to greet and interact with the public thru face-to-face encounters, phone interaction or email correspondence.
4. Able to manage multiple tasks and accurately follow instructions.
5. Able to communicate clearly and effectively thru written or verbal exchange.
6. Possesses considerable knowledge of office practices, effective use of communication tools such as Microsoft office and the ability to create clear and professional business correspondence and procedural guides.
7. Has the ability to coordinate training events.
8. Has the ability to use Google apps, account directory, FOCUS, Skyward, FLDOE applications and/or other classroom software products and technologies.

Report To: Director of Information and Technology

Supervises: NA

Job Goal: To perform secretarial and administrative work at a highly efficient level in a professional courteous effective manner.

Performance Responsibilities:

1. Responsible for the efficient operation and maintenance of a professional office atmosphere as required by the supervisor.
2. Effectively use office equipment such as computers, fax/copy/scan machine, advanced phone system, and other technologies as required.
3. Supervise and execute work flows as required by supervisor for the benefit of the department to include processes such as the upkeep of the county phone directory, calendaring, document management, hotel/car rental/conference reservations, payroll/leave processing and purchasing.

4. Receive and screen callers in a professional, polite and tactful manner giving information on the operation of the office to persons seeking assistance and having the knowledge to direct persons to other employees, officials or departments when warranted.
5. Create meeting minutes, memos, agendas, forms, spreadsheets and procedural documentation to support departmental functions.
6. Organize files and information in an acceptable manner so that information is easily accessible while also ensuring the security and confidentiality of sensitive information.
7. Use positive interpersonal skills in all contacts on the job, knowing when and how to communicate with great tact, poise, patience and courtesy.
8. Perform other duties as assigned.

Physical Requirements: Medium work - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force 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.

Support Salary Schedule Lane 4