

**Hernando County School Board
Florida**

FLSA: ~~Non~~-Exempt, Non- Union

ADMINISTRATIVE ASSISTANT—MANAGER OF FEDERAL PROGRAMS

Required Qualifications:

- ~~High school diploma or General Education Diploma (GED)~~A.A. degree
- Minimum of five (5) years bookkeeping and office experience
- ~~Ability to record and transcribe minutes~~
- Advanced experience in accounting and bookkeeping procedures
- ~~Knowledge of audit procedures, laws, rules and District policies and procedures~~
- Knowledge of current principles and practices of federal programs
- ~~Ability to organize and manage reports, manuals, correspondence, phone calls, etc.~~
- Considerable knowledge of office practices, procedures, equipment, and materials
- Knowledge of and ability to use necessary computer programs
- Ability to demonstrate initiative and independent judgment without direct supervision
- Strong written and verbal communication skills
- ~~Ability to accurately manage and complete multiple concurrent duties~~
- Must possess a valid Florida driver's license

Desired Qualifications:

- ~~Pass typing test of 50 words per minute~~ Experience writing and managing entitlement grants

Performance Responsibilities:

- Track expenditures for all District divisions, departments and/or schools receiving Federal grant funds
- ~~Type correspondence, reports, manuals, contracts, confidential information, etc.~~
- Compile reports for U.S. Department of Education, Florida Department of Education, and District divisions and departments
- Assist school leadership teams with comprehensive needs assessments through analysis of disaggregated student performance data, demographic data, and other pertinent indicators
- ~~Attend meetings, as required, and record and transcribe minutes~~
- Ensure that Title I schools comply with all requirements under the Elementary and Secondary Education Act regulations and reauthorizations
- Maintain effective filing system for Federal Programs grants management and accountability documents, correspondence, reports, etc.
- Prepare requisitions and purchase orders
- Contact vendors regarding prices, quotes, missing items, etc.
- Transfer funds to and within department and/or school accounts

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- Work closely with the Finance Department to ensure accuracy of accounts
- ~~Prepare and submit Federal Programs School Board agenda items~~
- Compile and assist with grant application completion, budget management, and reporting, including the preparation of project and budget amendments
- Create and maintain project initiative spreadsheets and databases
- Develop and implement documents for use in Federal Programs
- Order materials and supplies, check in purchased items, and approve invoices for payment
- Assist in the Maintain-maintenance of inventory of items ordered with Federal funds
- Assist with~~Prepare~~ property inventory transfers for Federal Programs grant items
- ~~Prepare payroll for the Title I department, grant-funded positions, and special projects~~ Serve as the backup for payroll for the Title I department grant funded positions, and special projects
- Assist in budget preparation, recordkeeping, and reporting
- Prepare and submit requisitions for all schools receiving federal grant funds
- Maintain departmental budget databases and budget sheets
- ~~Manage and direct phone calls to appropriate personnel~~
- Input and maintain various records and manuals
- Maintain service contracts and contact vendors for service when needed
- Prepare and maintain work orders and printing requests
- Verify data changes for grant-funded personnel
- ~~Manage inter-office communication~~
- ~~Complete necessary forms and paperwork~~
- Assist in the daily functions of the department when the Director and Supervisor of Federal Programs ~~is~~ are not available
- ~~Open, sort, date, and distribute pony and mail~~
- ~~Copy and distribute materials and information~~
- Prepare and maintain audit files
- Assist with the orientation of new school-based Title I staff
- Plan and facilitate informational meetings for district and school personnel, as needed
- Represent the District at state and regional meetings
- Assist with the consultation process with private schools for equitable services
- Perform other duties as assigned by the Director of Federal Programs and/or designee

Physical Demands:

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Federal Programs and/or designee

Evaluation:

Annual evaluation done by the Director of Federal Programs and/or designee

Terms of Employment:

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- 12-month employment
- Grant funded position

Salary:

Salary based upon approved salary schedule – ~~Confidential Level L~~ Professional/Technical/Supervisory Category G

Job Code: 63091

Board Approved: 08/09/11

Revised: 06/10/14, 7/6/2015, 12/10/18, 2/26/19

~~Administrative Assistant~~ Manager of Federal Programs