

**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 or A.S. degree in related field
- Minimum of five (5) years of federal programs related to accounting and bookkeeping experience
- ~~Knowledge of District policies and procedures, audit processes, state laws, federal laws, and rules related to federal funding bookkeeping and office experience~~
- ~~Ability to record and transcribe minutes~~
- Experience managing large budgets for multiple funding sources across several cost centers via Microsoft Excel and Skyward
- Ability to manage, coordinate, and initiate
- ~~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.~~
- Working knowledge of purchasing related policies and procedures
- Considerable knowledge of office practices, procedures, equipment, and computer programs 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 Experience accurately manage and complete multiple concurrent duties
- Must possess a valid Florida driver's license

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Desired Qualifications:

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

- Considerable knowledge of managing multiple federal funding sources
- Broad knowledge of the purchasing, human resources, and finance portions of the Skyward software system
- Experience with managing inventory, barcoding, and using Alexandria
- Knowledge of accounting principles and practices relating to federal programs
- Familiarity with the FLDOE Red Book, and FLDOE Green Book
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel, private school administrators, community members, and vendors

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Performance Responsibilities:

- Compile information, including but not limited to contracts, funding for personnel, and quotes, to support with grant application completion, budget management, and reporting
- Support the management of all activities, programs and project components related to federal grants
- Manage the budgets for grant funded personnel hired at the school and district level
- Coordinate and integrate federally funded resources with the ~~total~~ school programs
- Direct, coordinate, and initiate purchase requisitions for every Title I, and other grant funded expenditure for all schools and departments
- Support the implementation of procedures to assure that adequate funds, personnel, materials, equipment and evaluation plans are included in each project proposal
- Track expenditures for all District divisions, departments and/or schools receiving Federal grant funds
- Manage the compilation of fiscal reports for U.S. Department of Education, Florida Department of Education, and District divisions and departments
- Ensure that Title I schools comply with all requirements related to the Elementary and Secondary Education Act regulations and reauthorizations
- Ensure the District's compliance with federal and state laws and regulations
- Collaborate with other federal programs to ensure best practices are being used where expenditures are concerned
- Support the implementation of federal programs including extended learning, professional development, monitoring and compliance, and private school program coordination
- Collaborate on the development and implementation of procedures for federal programs
- Regularly communicate and collaborate with the Director and Supervisor of Federal Programs regarding all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Manage all aspects of the formal bid process for schools and departments for all purchases related to federal funded purchases that require formal quotes
- Compile budget amendment, and/or journal entry documentation for the movement of funds to and within department and/or school accounts
- Collaborate with the Monitoring and Compliance Specialist, and the Finance Department to ensure accuracy of accounts
- Collaborate with school administrators to ensure that funds are being used in a timely manner, based on what was approved by the FLDOE
- Support school administrators and department leaders with implementing Federal Programs' required procedures
- Create and maintain project initiative spreadsheets and databases, and budgetary data in Skyward for federally funded grants
- Maintain effective filing system for Federal Programs grants management, accountability documents, correspondence, reports, etc.
- Develop and implement documents for use in Federal Programs, public, and private schools
- Oversee the inventory management process for items ordered with Federal funds
- Manage grant funded items sent for public sale from Federal Programs and schools
- Input and maintain various records and manuals related to policies and procedures for Federal Programs
- Verify data changes for grant-funded personnel, and maintain a spreadsheet that outlines salary changes
- Act as a liaison between the school bookkeepers and the Federal Programs department
- Act as a liaison between the school bookkeepers and the Human Resources department for matters concerning Federally funded personnel hiring, transfers, and additional duty

- Prepare and maintain all work orders related to School Dude
- Maintain service contracts and contact vendors for service when needed
- Submit vendor contracts, agreements and quotes to the Board attorney for review
- Act as the primary contact for vendors
- Support with the consultation process with private schools for equitable services
- Oversee the daily functions of the department when the Director and Supervisor of Federal Programs are not available
- Supervise assigned personnel, conduct annual performance evaluation and make recommendations for appropriate employment action
- Perform other duties as assigned by the Director of Federal Programs and/or designee
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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:

- 12-month employment
- Grant funded position

Salary:

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

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