

~~Hernando County School Board~~  
~~Florida~~

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

<del>BOOKKEEPER OFFICE OF SAFE SCHOOLS</del>
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**~~Required Qualifications:~~**

- ~~High school diploma or General Education Diploma (GED)~~
- ~~Minimum of two (2) years of business experience in purchasing or accounting~~
- ~~Knowledge of bookkeeping, purchasing methods and procedures~~
- ~~Ability to use computers~~
- ~~Knowledge of office practices and procedures~~
- ~~Must possess a valid Florida driver's license~~

**~~Performance Responsibilities:~~**

- ~~Serve as the secretary for the Director of Safe Schools and is the clerical support for the department~~
- ~~Responsible for processing all work orders that come in for locksmiths and camera technicians~~
- ~~Responsible for granting access control for online locking systems for personnel once approval is granted~~
- ~~Responsible for maintaining drill compliance schedule~~
- ~~Provide back up support for entering threat assessments as needed~~
- ~~Completing payroll for department, including additional staff recently assigned~~
- ~~Responsible for coordinating paperwork for requests and assignment of deputy detail~~
- ~~Assist in the approval of requisitions for supplies per budget~~
- ~~Process incoming orders and the approval for payment in coordination with the appropriate personnel~~
- ~~Utilize mainframe system to process purchase orders~~
- ~~Maintain effective filing system for purchase orders, invoices, deliveries, correspondence, etc.~~
- ~~Input and maintain various records on computer for budget transfers and correspondence to vendors~~
- ~~Maintain inventory records regarding delivery, invoices, etc.~~
- ~~Check purchase orders and invoices for payment and submit them to the Finance Department for approval of payment~~
- ~~Balance monthly statements from vendors~~
- ~~Assist in budget preparation and recordkeeping~~
- ~~Prepare quotes on products and services up to minimum bid limit~~
- ~~Prepare bid invitations and agenda requests when required for purchases~~
- ~~Confer with school bookkeepers and supervisors on invoices, statements, purchase orders and vendor services as needed~~
- ~~Assist in coordinating the annual review of site-based safety and security plans~~
- ~~Maintain and forward to emergency response agencies the district's after-hours emergency contact list~~
- ~~Assist in the scheduling of all agencies conducting safety and security assessments and training exercises at School Board facilities~~
- ~~Assist in coordinating annual security assessments of School Board facilities~~
- ~~Work with all sites and the Professional Development Department to coordinate training provided by Office of Safe Schools~~
- ~~May be assigned confidential duties and responsibilities relating to labor relations, collective bargaining, litigation or administrative proceedings involving employment-related matters~~

- ~~▪ Perform other duties as assigned by the Director of Safe Schools 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 Safe Schools and/or designee~~

**~~Evaluation:~~**

~~Annual evaluation done by the Director of Safe Schools and/or administrative designee~~

**~~Terms of Employment:~~**

~~12-month employment~~

**~~Salary:~~**

~~Salary based upon approved salary schedule – Confidential Level F~~

**~~Job Code:~~**

~~81097~~

~~Board Approved: 6/25/19~~