



## Leon County Public Schools Classification Specification

### Skill Identification

Managerial/Supervisory Skills	Important	Not Important
• Developing Multi-year Strategic and/or Operational Plans		X
• Developing Annual Budgets		X
• Policy Development		X
• Controlling Expenses	X	
• Coordinating Resources	X	
• Decision making	X	
• Delegation	X	
• Individual/group leadership		X
• Interpersonal (working with groups)	X	
• Knowledge of Business/organizational systems	X	
• Negotiating and/or persuading others to take action		X
• Promoting safety	X	
• Supervising, coaching and developing employees		X

Office Skills	Important	Not Important
• Checking grammar/punctuation		X
• Filing	X	
• Perceiving detail in checking information/forms	X	
• Reading comprehension (high school level)	X	
• Operating word processing software	X	
• Operating a computer terminal for data entry	X	
• Operating automated spreadsheet software		X
• Scheduling appointments and/or travel		X
• Taking and distributing messages		X
• Taking dictation and meeting minutes		X
• General mathematical - adding, subtracting, multiplying, etc.		X

Professional and Technical Skills	Important	Not Important
• Accounting/finance		X
• Advanced math - algebra, statistics, geometry	X	
• Architecture		X
• Bookkeeping		X
• Computer operations	X	
• Computer programming		X
• Contract interpretation	X	
• Craft skills (electrical, etc.)		X
• Drawing-figures/drafting		X
• Engineering		X
• Graphic arts		X
• Landscaping		X
• Good Judgment	X	
• Work standards	X	

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• Integrity	X	
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