

**Leon County Public Schools
Classification Specification**

Salary Grade 27

Activity Name (cont.)

005	Staff Coordination	Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.
476	Acquisition Analysis - Land and Facilities	Issue and evaluate bids for acquisition and/or renovation of property and facilities.
370	Insurance Records	Maintain employee, facility, and equipment records to support insurance.
566	Advertising	Develop concept and layout or script of paid advertisement. Place advertisements in various media.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003