

Leon County Public Schools Classification Specification

Salary Grade 28

Summary Information:

Classification Title: District Services Specialist

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

078 A	Non-instructional Program Management	Implement and manage non-educational programs for the District. Coordinate program activities districtwide and with external agencies.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
330 A	Payroll Reports	Complete payroll reports for salaried staff, temporary and hourly workers, and teachers. Remit to Payroll Department for processing.
072	Maintain Time Records	Maintain time records for employees supervised. Reconcile time reports with recorded employee absences. Verify information and submit to payroll for processing.
023	Department Records	Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.
338	Expenditure Authorization-Departmental Review	Review requests for expenditures to ensure compliance with budget priorities. Analyze requests and supporting justification and make recommendations.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
478	Requisitions	Prepare requisitions and submit to purchasing for processing.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
340	Revenue Processing	Receive and process payments from federal, state, and local sources. Code for the accounting system.

Leon County Public Schools Classification Specification

Activity Name (Cont.)

001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
442	Bus Accident Investigation	Investigate bus accidents. Coordinate insurance claims.
045	Report Preparation (Non-Board)	Prepare required reports. This does <u>not</u> include reports for the Board.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
028	Scheduling/Appointments	Schedule appointments and meetings for students and staff. Initiate school/calendar dates.
046	Document Review	Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.
358	Inventory - Accounting	Maintain inventory records.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes <u>substantial</u> 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