

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Administrative Specialist

Department: Business Affairs

**Grade J
H.P.D. 8
D.P.Y. 260**

Job Description

Date Reviewed: October 2008

**Reports To: Chief Financial
Officer**

Purpose of Job

The purpose of this job is to perform administrative functions and to provide general support to the Chief Financial Officer. Major areas of duties and responsibilities include budget development and oversight.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assist in the development of the annual budget, financial reports/documents. The primary focus is on salaries and benefits.

Identifies necessary resources for proposed program initiatives and prepares cost analysis.

Maintains payroll database "Position Control System". Ensures for all recommended adjustments to the system (i.e. establishments, abolishment's, classification &/or pay-grade changes) are in accordance with the adopted budget, with exceptions returned for further justification.

Utilizes "Position Control System" database in the development of the payroll budget.

Routinely monitors personnel classification/payroll changes as it relates to the fiscal impact on the budget.

Analyzes payroll expenditures and personnel actions impacting the budget and prepares recommended budget amendments.

Coordinate the annual Impact Aid survey for federally connected students in preparation for submitting the "Application for Impact Aid" to the U. S. Department of Education.

Track and prepare budget status reports for on-going construction and renovation projects.

Assigns budget accounts to appropriate supervisor to monitor account activity.

Assists Fiscal Services in the various activities/functions associated with year-end closing.

Oversee school system's compliance to the CTAS Records Management Guide that outlines the retention schedule for public records.

It is imperative that this person stays abreast of local, state, and federal policies relevant to the above subject matter.

Compiles data, prepares and submits various state and local financial reports (i.e. Maintenance of Effort).

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

Minimum of a bachelor's degree in Business Administration or a related area is recommended. Experience equivalent to two years in an administrative area such as accounting, business management, public administration, or other related areas. One of the years of experience must have been in the business department within public education. An additional year of experience in the areas identified may be substituted for each year of the college requirement.

KNOWLEDGE OF JOB

Has general knowledge of the policies, procedures, and activities of the School System and general office practices as they pertain to the performance of duties relating to the job of Administrative Specialist. Has general knowledge of Business Office and general office practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, which includes a computer, printer, copy machine, facsimile machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Administrative Specialist. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Administrative Specialist.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of Administrative Specialist.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date