

## SCHOOL DISTRICT OF ST. JOHNS COUNTY

### ADMINISTRATIVE ASSISTANT FOR PLANNING & GOVERNMENT RELATIONS AND OPERATIONS

#### JOB DESCRIPTION

#### QUALIFICATIONS:

- (1) Associate degree from an accredited college or university preferred.
- (2) High School Diploma, GED or equivalent and relevant experience.
- (3) A minimum of 5 years of progressively responsible secretarial or administrative experience; school district experience preferred.
- (4) Proficiency in Microsoft Office Suite and experience with business/school district software applications.
- (5) Valid Florida Driver License.
- (6) Satisfactory criminal background check and drug screening.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Provide high-level administrative and secretarial support to the Executive Director, Deputy Superintendent, and departmental staff. Knowledge of School Board policies, federal and state laws, and negotiated agreements. Strong written and verbal communication skills; professional phone etiquette. Excellent organizational skills and ability to prioritize and adapt to changing demands. Skilled in Microsoft Office Suite and other standard office applications. Perform advanced administrative and secretarial tasks with minimal supervision. Prepare, edit, and distribute business correspondence, reports and other documents. Maintain accurate records and filing systems in accordance with established procedures. Operate and troubleshoot common office equipment. Serve as liaison for executive leadership, staff, parents, and external agencies. Research, compile, and organize information for reports and presentations. Prioritize tasks and meet deadlines in a fast-paced environment while ensuring attention to detail. Uphold confidentiality and exercise discretion in handling sensitive information. Establish and maintain effective working relationships with internal and external stakeholders.

#### REPORTS TO:

**Executive Director, Planning & Government Relations**  
**Deputy Superintendent for Operations**

#### JOB GOAL

To provide highly effective administrative support to the Planning & Government Relations and Operations Departments. Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

#### SUPERVISES:

N/A

SJCSD

ADMINISTRATIVE ASSISTANT FOR PLANNING & GOVERNMENT RELATIONS AND OPERATIONS

# ADMINISTRATIVE ASSISTANT FOR PLANNING & GOVERNMENT RELATIONS AND OPERATIONS

## PERFORMANCE RESPONSIBILITIES:

### Service Delivery

- \* (1) Coordinate Ten Day Opening County (TDOC) data collection and prepare data for Cabinet and Executive Leadership Team.
- \* (2) Assist in the review of development applications for student impact on existing facilities through School Concurrency.
- \* (3) Assist in the development and maintenance of Planning documents i.e. School Concurrency and Educational Specifications.
- \* (4) Develop and maintain web pages for Planning & Government Relations and Operations.
- \* (5) Prepare Planning & Government Relations and Operations Department information for School Board meetings and workshops.
- \* (6) Prepare bi-monthly payroll report for Planning & Government Relations and Operations Departments and process leave forms.
- \* (7) Enter Operating and Capital Outlay requisitions and monitor purchase order balances for Planning & Government Relations and Operations.
- \* (8) Review invoices, check calculations and verify work is complete and/or products received. Prepare invoices to be transmitted to the Finance Department (Accounts Payable) for appropriate payment.
- \* (9) Maintain/monitor all purchasing card charges for the Planning & Government Relations and Operations Departments.
- \* (10) Assist in development of the annual operational budget for the Planning & Government Relations and Operations Department and the Capital Outlay budget.
- \* (11) Maintain calendars for Executive Director and Deputy Superintendent.
- \* (12) Take minutes for the Half Cent Sales Tax Citizen Advisory Committee.
- \* (13) Assist in preparing materials for meetings.
- \* (14) Compile monthly, annual and special reports
- \* (15) Provide support to the State Reporting and Student Records Departments.
- \* (16) Maintain current and historical office files, including personnel, project and property.
- \* (17) Order office supplies and maintain inventory.
- \* (18) Maintain/manage Emergency Contact information for Deputy Superintendent for Operations.

### Expectations of All Employees

- \* (19) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \* (20) Follow attendance, punctuality, proper dress code and other qualities of an appropriate work ethic.
- \* (21) Ensure adherence to good safety standards.
- \* (22) Maintain confidentiality regarding school/workplace matters.
- \* (23) Model and maintain high ethical standards.
- \* (24) Maintain expertise in assigned area to fulfill position goals and objectives.
- \* (25) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \* (26) Demonstrate initiative in the performance of assigned responsibilities.

## **ADMINISTRATIVE ASSISTANT FOR PLANNING & GOVERNMENT RELATIONS AND OPERATIONS**

- \*(27) Each employee of the St. Johns County School Board is charged with the responsibility of being familiar with the Character Counts program and with modeling the characteristics of citizenship, character education and literacy.

### **Inter/Intra-Agency Communication and Delivery**

- \*(28) Review all Operations Department correspondence and prepare appropriate draft response.
- \*(29) Screen telephone calls and incoming mail.
- \*(30) Act as a receptionist to facilitate answers to questions and solutions to problems.
- \*(31) Communicate effectively with staff, administrators and the general public.
- \*(32) Respond to inquiries and concerns in a timely manner.
- \*(33) Serve on School/District committees as required or appropriate.

### **Professional Growth and Improvement**

- \*(34) Provide in-service training to departments and schools upon request.
- \*(35) Participate successfully in training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues, and character education.

### **Systemic Functions**

- \*(36) Meet and deal effectively with vendors, professional services contacts, and other contact people.
- \*(37) Establish and maintain all related records.
- \*(38) Keep supervisor informed of potential problems or unusual events.
- \*(39) Represent the District in a positive and professional manner.
- \*(40) Exhibit interpersonal skills to work as an effective team member.
- \*(41) Follow federal and state laws as well as School Board policies, rules and regulations.
- \*(42) Demonstrate support for the School District and its goals and priorities.
- \*(43) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- \*(44) Prepare all required reports and maintain all appropriate records.
- \*(45) Participate in cross-training activities as required.

### **Leadership and Strategic Orientation**

- \*(46) Provide leadership and direction for assigned areas of responsibility.
- \*(47) Set high standards and expectations and promote professional growth for self and others.
- \*(48) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
- \*(49) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.  
Perform other tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

# **ADMINISTRATIVE ASSISTANT FOR PLANNING & GOVERNMENT RELATIONS AND OPERATIONS**

## **PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

## **TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

This position may be required to work beyond a 40-hour work week on an as-needed basis.

Classification: Administrative, Managerial, Confidential

## **EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of personnel.

**POSITION CODE:** 74011  
**Pay Grade:** CMG01

**FLSA STATUS:** Non-Exempt

**BOARD APPROVED:** December 2025

**REVISED:**