



## Job Description

**Job Title:** Office Personnel - Class 5 - Central Offices - Fiscal, Grants/Non Public/Professional Development

**Classification:** Classified

**Salary Schedule:** XB7

**Department:** Central Support Offices

**Reports To:** Department Administrator

**FLSA Status:** Exempt

**Date:** April 2025

**Approved by :** Northwest Local School District Board of Education

**Job Summary:** Provide support and secretarial services for the efficient operation of the assigned department. To coordinate the daily operations and compliance monitoring of the department.

### Job Qualifications:

1. High School diploma or GED equivalent required.
2. Technology skills - These skills include proficient computer skills and the ability to work with ESB, DASL, Event Pro, Google Docs, Microsoft Office (Word, Excel, Powerpoint, and Access) etc.
3. Polished communication skills as it relates to working with various stakeholders.
4. A high level of organizational skills.
5. Ability to maintain a level of confidentiality regarding district information and records.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

### Essential Duties:

1. Collaborate with the District Grants Coordinator to understand compliance, needs, align budgets to priorities, and support departments and buildings in the understanding of budgeting and purchasing processes.
2. Monitor account balances and keep the department administrator informed of



expenditure issues. This includes an accurate filing system for all purchases and billing records. Advise the department administrator in regards to the budget.

3. Initiate and process purchase orders, reimbursements and other items related to grants and professional leave. Authorize public funds to pay all bills relating to the management of the department ensuring proper accounting codes are used.
4. Work with district approved vendors to ensure proper and timely billing and payment for services, equipment and other items used by the district.
5. Responsible for any coordination of invoicing and cash collections compliance as it relates to the functions of the department or budgets managed.
6. Approve and authorize public funds in the Timeclock system and through timesheets. Reconcile TCP to AESOP, if applicable.
7. Tracking currently done in PD Express - set up meetings where CEUs are awarded, requesting approval for CEUs from HR; professional meeting request forms, sign in sheets, requisitions, reservations, reimbursements, training for building PD Express users, etc.
8. Assist the department administrator in maintaining equipment and procedures. This may include distribution of items and maintaining accurate records/inventories of items that are distributed to all employees.
9. Maintain binders/records of department specific areas of compliance and monitoring.
10. Compile, coordinate, and file date/documentation for state and federal compliance while maintaining deadlines and staying up-to-date with current laws/regulations
11. .Ensure communication between buildings and the district office by acting as the liaison.
12. Perform other job related duties as assigned.

## **Other Duties and Responsibilities:**

1. **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to



- questions; Participates in meetings.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.
  5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
  6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
  7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
  8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
  9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
  10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
  11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
  12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

## **Physical Requirements:**

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Terms of Employment:** 247 days



# NORTHWEST LOCAL SCHOOL DISTRICT

**Title:** Office Personnel - Class 5 - Central Offices - Fiscal, Grants/Non Public/Professional Development

**Employee:** \_\_\_\_\_  
(Print Name)

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the positions supervisor, appointing authority, or designee.

\_\_\_\_\_  
(Superintendent or designee)

\_\_\_\_\_  
(Date)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)