

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>PROFESSIONAL DEVELOPMENT SPECIALIST</b>
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**Required Qualifications:**

- High school diploma or equivalent
- Ability to handle several job responsibilities simultaneously and meet deadlines
- Knowledge of office practices, procedures and equipment
- Ability to use independent judgment and demonstrate initiative in performing a variety of assignments and tasks without direct supervision
- Ability to record minutes
- Knowledge and ability to use necessary computer programs Ability to compile data and prepare records and reports
- Ability to organize and manage reports, manuals, correspondence, phone calls, etc
- Considerable knowledge of office practices, procedures, equipment, and materials
- Strong written and verbal communication skills
- Ability to manage timelines and meet deadlines
- Must possess a valid Florida driver's license

**Desired Qualifications**

- Minimum of three (3) years of prior office and/or bookkeeping experience
- Advanced experience in accounting and bookkeeping procedures

**Performance Responsibilities:**

- Schedule, track and record trainings for district personnel using online tracking system for professional development
- Maintain effective filing system for Professional Development and Title II grants management, accountability documents, correspondence, reports, etc
- Type and compose correspondence, forms, reports, manuals, contracts, confidential information, etc.
- Open, sort, date and distribute pony and mail
- Screen and direct phone calls to appropriate personnel
- Order materials and supplies, check in purchased items, and approve invoices for payment
- Copy and distribute materials and information
- Schedule meetings and/or trainings and secure locations as needed
- Assist district staff in coordinating trainings and maintaining records
- Prepare, process and maintain purchase orders, requisitions and PCard transactions and monthly reconciliation statements
- Track expenditures for Title II and professional development accounts
- Maintain property inventory and prepare property inventory transfers
- Receive and check-in materials, supplies and equipment and approve for payment
- Contact vendors regarding department and/or district transactions

- Assist with departmental budget preparations
- Work with the Finance Department to ensure accuracy of accounts including transfer of funds to and within accounts
- Maintain service contracts on equipment and contact vendors for service
- Prepare payroll and all corresponding forms
- Prepare leave forms and travel reimbursement request forms
- Compile reports for federal government, Department of Education and various other departments
- Input and maintain various records on computer including creating databases and spreadsheets
- Prepare and maintain Professional Development and Title II audit files
- Manage inter-office communication
- Assist in the daily functions of the department when the Supervisor of Professional Development is not available
- Prepare employee evaluation forms for the Supervisor of Professional Development
- Perform other duties as assigned by the Supervisor of Professional Development

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Supervisor of Professional Development and/or designee

**Evaluation:**

Annual evaluation done by Supervisor of Professional Development and/or designee

**Terms of Employment:**

12-month employment

Partially Grant Funded

**Salary:**

Salary based upon approved salary schedule – Confidential Level J

**Job Code:**

64099

Board Approved: 07/27/10  
Revised: 05/17/11, 06/11/19