



## **Job Posting**

**Position Title:** Administrative Services Assistant 5

**Reports to:** Kathryn Segers

**Location:** TN. School for the Blind  
115 Stewarts Ferry Pike  
Nashville, Tn. 37214

**Position Description:** This is the third supervisory class in the Admin Services Assistant sub-series. Incumbents in this class perform administrative duties with a high degree of independence. The fiscal role involves supervising the Procurement staff, the accounts payable staff and being an Edison agency approver. This work frequently involves developing new and evaluating existing policies for managing administrative programs and activities, and directing fiscal services budgetary operations involving large sums of money. Employees in this class have regular personal contacts with high level officials and administrators in resolving issues and problems, and making presentations to various representative groups and the general public on administrative related materials. This work also involves independent responsibility or overall supervisory responsibility for important and complex operational, functional, personnel and/or technical records and reports for specific activities or operations in a large operational unit or small highly specialized technical unit. The financial role of this position involves trending and forecasting school spending annually. Reviewing, projecting, and reporting for the following year.

### **Specific Position Responsibilities:**

- Supervising Procurement staff, accounts payable staff, and being an Edison approver



### **Job Posting**

- First level of approval in Edison for requisitions and purchase orders pertaining to state funds
- Verifying program and account codes for proper accounting procedures
- Maintaining records and reporting for internal department vouchering for reimbursement
- Annual budgeting and reporting
- Making decisions and problem solving
- Reviews, analyzes, and controls operating budgets of significant complexity
- Assists top executives in developing, implementing, and enforcing major policies and procedures affecting an agency as a whole or a significant segment of the public
- Serves as a liaison between the agency and persons of substantially high rank in order to explain, interpret, and enforce pertinent laws, regulations, policies, and procedures.
- Monitors the agency's purchase orders to ensure accuracy, completeness, and compliance
- Conducts performance evaluations to provide feedback on employee performance.
- Maintains agency records based on established guidelines
- Studies operations and services to make suggestions to management for improvements
- Communicates managerial directives to program operations to ensure their enforcement

### **Knowledge, Skills, Abilities:**

- Administrative and Management
- Communication and Media
- Computers and Electronics
- Economics and Accounting
- Law and Government
- Active learning and listening
- Complex problem solving
- Critical Thinking



### **Job Posting**

- Judgement and decision making
- Speaking
- Systems analysis
- Time management
- Troubleshooting
- Visualization
- Oral expression and comprehension

### **Qualifications:**

- **Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to five or more years of full-time increasingly responsible professional staff administrative experience.
- **Substitution of Experience for Education:** qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years
- **Substitution of Education for Experience:** Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for required experience, on a year-for-year basis, to a maximum of two years.  
**OR** - Four years of increasingly responsible professional administrative services experience with the State of Tennessee.

Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage



### **Job Posting**

- Teamwork

### **Salary and Benefits:**

Salary is competitive and commensurate with qualifications. In addition, a [comprehensive benefits package](#) is included.

### **To Apply:**

Please e-mail a cover letter, resume, and contact information for three professional references to [Kathy.Segers@tsbtigers.org](mailto:Kathy.Segers@tsbtigers.org). Applications are due by November 30, 2016.

*Pursuant to the State of TN's policy of non-discrimination, the Department of Education does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.*