TECHNICAL MANAGER

Application Deadline: September 10, 2010
Salary Range: 25,000-35,000
Successful candidates must reside (or be willing to relocate) in Jacksonville, Florida.
Contact: Gina Eyerman, Regional Executive Director, Gina.eyerman@fldoe.org
Job Description: See below for qualifications required.
Open Positions: Region 2

All applicants must submit a letter of interest and resume indicating qualifications as they relate to the listed criteria for this position via email. You must indicate in your letter if you are claiming Veterans' Preference. It is the responsibility of the applicant to submit sufficient information to enable the screening committee to effectively evaluate his/her education, training, and experience.

QUALIFICATIONS

1. High School Diploma
2. Ability to type 40 to 50 words per minute

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain confidential records
- Strong interpersonal skills that lead to an effective working relationship with all stakeholders
- Strong written and verbal communication skills
- Strong organizational and problem-solving skills
- Ability to orchestrate change
- Ability to meet tight deadlines, balance multiple and competing priorities and maintain goal-directed behavior and performance sometimes under stressful conditions
- Strong knowledge of Microsoft Office, Excel, and Word programs
- Ability to operate copiers, printers, scanners, and facsimile machines
- Strong work ethic
- Knowledge of data management and record keeping
- Knowledge of budget, travel functions and paperwork
- Unwavering belief that all students can succeed academically despite challenges

REPORTS TO:

Regional Executive Director

JOB GOAL:

Support Region staff to successfully support targeted schools and districts in the school improvement effort.

PERFORMANCE RESPONSIBILITIES:

- Answers telephone in a courteous and professional manner
- Prepares, types, and submits travel requests and forms as needed for staff to claim reimbursement of expenses
- Purchases equipment and office supplies for the Regional Team
- Formats data charts, excel spreadsheets, and memorandums
- Maintains and updates inventory equipment
- Maintains supervisor's calendar and schedule meetings as appropriate
- Distributes incoming mail to the Regional Team
- Handles general phone calls and communications as appropriate
- Engages proactively in day-to-day operations, maintenance, and workspace needs to maintain a productive work environment
- Attends meetings and drafts minutes when requested
- Remains informed and informs office personnel of policies and procedures as they relate to the preparation and processing of various administrative forms and reports
- Exhibits customer focus in all relationships and actively participates as a member of the team
- Provides assistance, support and initiative in DA activities and related tasks
- Performs other duties and responsibilities as assigned by supervisor

TERMS OF EMPLOYMENT:

Non-bargaining unit compensation plan, twelve months, 8.0 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Florida Department of Education's policy on evaluation of personnel.