



EMPLOYEE NAME: _____

Revised: 7/86; 7/89; 10/89; 11/89; 12/90; 6/92; 7/92; 5/93; 11/94; 5/95;
2/96; 12/97; 7/03; 7/05; 12/06; 8/08; 10/12; 6/16; 12/17; 6/18

JOB DESCRIPTION

POSITION TITLE: Project Specialist, FNS	JOB CODE: 477A
DIVISION: Business Services	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Regulations Supervisor, FNS; HR and Investigations Manager, FNS	PAY GRADE: Rank VIII (NCT8)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Perform support duties for the Food and Nutrition Services Department; maintain high quality work while carrying out duties; communicate both verbally and in writing to the public and school personnel; maintain high level of public relations with the public as well as central office and school personnel.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 years of highly specialized experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; excellent planning and organization skills; proficient in the use of Microsoft Office Suite (i.e., Excel, PowerPoint, Word, Access)

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Establishes and maintains effective communication and working relationships with FNS staff, district personnel, school officials, parents, students and the general public.
3.	Completes area specific tasks as assigned by Supervisor/Manager, to include: <ul style="list-style-type: none"> • Free and reduced meal applications processing and parent communications • HR investigations support: scheduling, tracking and maintaining legal documentation of meetings • Completes payroll processing for FNS office and FNS subs • Maintains FNS personnel files
4.	Provides assistance and project support for the Executive Director. <ul style="list-style-type: none"> • Administrative Review preparation to ensure successful completion • Leads special projects related to meeting Federal regulations and department strategy
5.	Assists with providing technical assistance consistent with FNS policies and procedures.
6.	Compiles and generates reports as necessary for Department leadership relating to currently active projects.
7.	Updates databases and documentation as required ensuring current and accurate information.
8.	Prepares and processes purchase orders as needed.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____