

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE K
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

MUSIC SPECIALIST

BASIC FUNCTION

Performs a variety of office administrative and program support duties in support of the music department; assists in budget development, fund raising and bookkeeping activities; maintains attendance records; and monitors instrument and music inventory.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently performing a variety of administrative duties in support of the music department, including the coordination of activities, reports, and fundraising. Incumbents frequently use tact, discretion, and independent judgment and initiative in the performance of their work, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a variety of administrative tasks in support of the music department and the Marching Band; assists in developing the Marching Band budget and tracks the disbursement of band funds; provides assistance in fundraising events; and maintains attendance records.
2. Maintains a detailed inventory of all musical instruments and supplies; implements a procedure for checking in and out instruments and music.
3. Coordinates travel related tasks for the Marching Band including transportation, lodging, and facilities usage requests.
4. Assists in managing the music library.
5. Maintains the Marching Band social media content and online/digital presence.
6. Assists in designing field shows, props, and uniforms.
7. Participates in District-provided in-service training programs.
8. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. General business and administrative practices.
2. Basic accounting principles.

3. Basic principles of budget monitoring and tracking.
4. Principles and procedures of financial record keeping and reporting, accounts payable, and purchasing.
5. Business arithmetic and mathematical principles.

Ability to:

1. Provide administrative support to the Music Department's operations and services.
2. Track and monitor budgets and maintain accurate transactional records.
3. Organize and maintain office and specialized files.
4. Prepare clear, accurate and concise records and reports.
5. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
6. Exercise independent judgment within general policy and procedural guidelines.
7. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
8. Communicate effectively in the course of performing work tasks.
9. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
10. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
11. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree with coursework in music or a related field and two (2) years of clerical administrative and accounting experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.