

SCHOOL DISTRICT OF OKALOOSA COUNTY

Department Staffing Chart

Digital Media & Communications

Cost Center Number: 9130

Fiscal Year 2021-2022



Staffing Chart

<p>Specialist</p> <hr/> <p>1.00 Unit <i>Discretionary</i></p>
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**OKALOOSA COUNTY SCHOOL DISTRICT
DISTRICT LEVEL - COST CENTER BUDGETS
FISCAL YEAR 2021-2022**

DEPARTMENT: Digital Media & Communications

COST CENTER: 9130

COST CENTER DESCRIPTION:

The Digital Media & Communications Department is responsible for promoting effective communications between the school system, the community, media, and other stakeholders to increase awareness, knowledge, and support of the work of schools and the District to implement and coordinate District and community initiatives benefiting students and schools. Serves, as appropriate, on District, state or community councils, committees, or foundations. Maintains the District's visibility through the website and social media outlets. Advises and assists the Superintendent, principals, and other District staff on external and internal communications, media relations, and other issues.

FUND SOURCE: Unrestricted - General Operating Fund

APPROPRIATIONS AND STAFFING:

APPROPRIATIONS				
Object Group Number	Object Group Name	Original 2020-2021 Appropriation	2021-2022 Appropriation	\$ Increase (Decrease)
100 / 200	Salaries & Benefits			
	Administrative/Managerial	\$ -	\$ 105,102	\$ 105,102
	Educational Support	-	3,106	3,106
	Instructional	-	-	-
	Professional/Technical	-	-	-
	Subtotal - Salaries & Benefits	-	108,208	108,208
300	Purchased Service	-	3,450	3,450
400	Energy Services	-	-	-
500	Materials & Supplies	-	750	750
600	Capital Outlay	-	-	-
700	Other Expenses	-	-	-
900	Transfers/Reserves	-	-	-
	Total Combined Appropriation	\$ -	\$ 112,408	\$ 112,408

STAFFING			
	2020-2021 Recommendation	2021-2022 Recommendation	# Increase (Decrease)
Administrative/Managerial	-	1.00	1.00
Educational Support	-	-	-
Instructional	-	-	-
Professional/Technical	-	-	-
Total Staff	-	1.00	1.00

OTHER INFORMATION:

The Specialist - Digital Media & Communications is the approving authority for this cost center.

SCHOOL DISTRICT OF OKALOOSA COUNTY
 BUDGET ADJUSTMENT SHEET
 FISCAL YEAR 2021-2022

MIS 3176

COST CENTER NAME: Digital Media & Communications
 PROJECT NAME: DISCRETIONARY

CENTER NUMBER: 9130
 PROJECT NUMBER: N/A

OBJ	OBJECT NAME/DESCRIPTION	FUNC	FUNCTION NAME	AMOUNT REQUESTED	ADJUSTMENT	PROPOSED FINAL BUDGET
0102	SALARY - OTHER COMPENSATION Other compensation	7720	INFORMATION SERVICES	\$ 2,625		\$ 2,625
0210	FLORIDA RETIREMENT SYSTEM Retirement for other compensation	7720	INFORMATION SERVICES	280		280
0220	FICA (SOCIAL SECURITY) FICA for cellular telephone stipend	7720	INFORMATION SERVICES	270		270
0330	IN-COUNTY TRAVEL Travel to schools and other events	7720	INFORMATION SERVICES	1,300		1,300
0365	SOFTWARE SUBSCRIPTIONS Digital media analytics	7720	INFORMATION SERVICES	900		900
0370	POSTAGE/SHIPPING/TELEGRAM Postage and shipping	7720	INFORMATION SERVICES	100		100
0375	CELLULAR TELEPHONE Cellular telephone stipend	7720	INFORMATION SERVICES	900		900
0390	OTHER PURCHASED SVC-PRINT/COPY Miscellaneous printing	7720	INFORMATION SERVICES	250		250
Sub-Total (Page 1 Only)				\$ 6,625	\$ -	\$ 6,625
GRAND TOTAL				\$ 7,375	\$ -	\$ 7,375

SCHOOL DISTRICT OF OKALOOSA COUNTY
Department Staffing Summary
Fiscal Year 2021-2022

MIS 3390

Department Name: Digital Media & Communications
 Cost Center No.: 9130
 Project Name: Regular Operations - Departments
 Fund Number : 1010
 Project Number: N/A
 Type Funding: Non-Restricted/Non-Categorical

Section A

Positions Approved for Fiscal Year 2020-2021			
Job Title	# of Positions	Average Cost	Total Cost
(A) Total Positions Approved For FY 2020-2021		-	\$ -

Section B-1

Approved Additions, Deletions and/or Changes - Fiscal Year 2020-2021					
Job Title	Type*	# of Positions		Average Cost	Total Cost
Specialist - 12 Month *	A	1.00	a		\$ 105,033
(B-1) Total Approved Additions, Deletions, Changes		1.00			\$ 105,033

Section B-2

Requested Additions, Deletions and/or Changes - Fiscal Year 2021-2022					
Job Title	Type*	# of Positions		Average Cost	Total Cost
(B) Total Requested Additions, Deletions, Changes		-			\$ -

Section C

Positions Submitted for Approval for Fiscal Year 2021-2022			
Job Title	# of Positions	Average Cost	Total Cost
Specialist - 12 Month *	1.00		\$ 105,033
(C) Total Positions Submitted for Approval FY 2021-2022		1.00	\$ 105,033

***Note:**
 A=Add, C=Change, D=Delete, T=Transferred, E=Error Correction, R=Retirement

(a) Added 1.00 Specialist - 12 Month effective July 1, 2021. *

* District Department Reorganization was Board approved on May 10, 2021 with an effective date of July 1, 2021.