

Alameda County Office of Education

JOB TITLE: Administrative Assistant (Range 16 CSEA)

JOB SUMMARY :

Under direction of a Department Director, provides administrative assistance and performs technical or specialized assistance in the functional operations of the unit.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Organizes, and coordinates the administrative aspects of the units office operations.

Performs advanced clerical and secretarial tasks in the conduct of unit operations.

Prepares correspondence, reports, and other documents regarding unit operations.

Establishes and maintains filing and recordkeeping systems.

Performs research, compiles data, and prepares recommendations of special projects as directed by unit manager.

Assists in the development of, and monitors, budgets.

Administers the schedule and coordinates the activities of the unit Director.

Coordinates the development and maintenance of policies and procedures required for unit administration.

May coordinate departmental functions with external agencies.

Maintains a collection of reference materials and consults, directs and provides technical assistance regarding their use to other departments and outside agencies.

Provides assistance to the unit Manager, staff and outside agencies regarding personnel, budget, and related matters; prepares reports.

Directs staff, assigns work, and provides feedback related to staff performance.

Coordinates workshops, including presentation of the workshop, development, design and layout of promotional materials; and selection of presenters.

Orders, receives, and maintains inventory of office supplies and equipment.

Screens incoming phone calls; receives, opens, and distributes mail; prepares mass mailings.

Administrative Assistant

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Plan, organize, and administer programs and the operations activities.

Assist in preparation and monitoring of a budget.

Explain and enforce laws, polices, and regulations.

Meet schedules and timelines.

Plan, coordinate and document projects.

Establish, maintain effective relationships.

Operate a computer and related software.

Provide work direction to others.

Prioritize and schedule work.

Organize and coordinate office activities.

Arrange meetings and travel.

Interpret and explain polices & procedures.

Compose correspondence independently.

Schedule and coordinate meetings.

Keyboard at 55 WPM from clear copy.

Prepare and maintain records and files.

Perform research, compile data and prepare recommendations of special projects.

Perform clerical work & secretarial tasks.

KNOWLEDGE OF

Goals, polices and objectives of the Department or Division.

Federal, state, and local laws and regulations.

Oral and written communication.

Correct written and spoken English.

Technical aspects of the functional operations of the unit.

Budget preparation and control.

Operation of computers and related software.

Record keeping, retrieval, and storage systems and techniques.

Statistical, research and survey methods.

Policies and objectives of unit programs.

Modern office practice and procedures.

Financial and statistical recordkeeping.

Public contact techniques; telephone etiquette.

Department operations and policies.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) preferred; four years of progressively responsible related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California drivers license.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully

perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee may be required to attend evening meetings and travel, and may be required to work evenings or weekends.. The noise level in the work environment is usually quiet.

Approved by Personnel Commission

Approved Date: February 19, 2009