

ALAMEDA COUNTY OFFICE OF EDUCATION
Job Description

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

JOB TITLE: Administrative Assistant (Confidential)

Range 12 (Confidential)

FLSA: Exempt

SUMMARY

Provides administrative support to the Superintendent and/or County Board of Education and serves as liaison with departments, agencies, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Serves as liaison between the Superintendent, County Board of Education, staff, school districts, public agencies and the general public. (E)
- Screens telephone calls, relays messages, and routes calls, greets and directs visitors. (E)
- Composes, types, and processes correspondence, reports, agendas, minutes and other materials. (E)
- Arranges facilities, greets attendees and takes minutes for meetings. (E)
- Provides support as requested by the Superintendent and the Board of Education members. (E)
- May select, manage, and supervise assigned staff; meets with and evaluates staff. (E)
- Explains established regulations, policies, and procedures.
- Prepares agendas, reports, resolutions, memos, and materials for meeting packets.
- Researches Education Code and other documents in responding to issues before the Board.
- Assigns work to clerical staff and monitors work to completion.
- Takes and transcribes dictation by machine and voice.
- Monitors, follows through, and responds to requests for information and the resolution of complaints.

- Maintains official files for the Superintendent and/or Board of Education.
- Monitors expenditures, initiates budget transfers, and assists in developing program budgets.
- Arranges travel, lodging and expense reimbursements for Superintendent and/or County Board of Education.
- Schedules and coordinates meetings.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

Alameda County Office of Education policies and procedures.
 Goals, policies and objectives of Superintendent Office and Board of Education.
 Education Code.
 Interpersonal skills.
 Oral and written communication.
 Correct written and spoken English.
 Policies and objectives of assigned programs.
 Advanced secretarial administrative methods.
 Research methods and report writing.
 Principles of training and work direction.
 Modern office practice and procedures.
 Public contact techniques.
 Department operations and policies.
 Applicable sections of codes and laws.
 Statistical, research, and survey methods.
 Accounting principles.
 Budget preparation and control.
 Personnel Commission rules and regulations.
 Goals and policies of the Human Resources Office operations.
 Office equipment such as computer, printer, fax machine, photocopier.
 Word processing, database and other related software applications.

Ability to:

Plan and organize programs.
 Take minutes and record meetings accurately and completely.
 Communicate effectively and diplomatically with the public.
 Organize and administer the official activities of the Superintendent and/or Board of Education.
 Prioritize and schedule work.
 Train and provide work direction to others.
 Organize and coordinate office activities.
 Arrange meetings and travel.
 Interpret and explain policies and procedures.
 Schedule and coordinate meetings.

Prepare and maintain records and files.
Perform research, compile data, prepare reports.
Type 60 WPM.
Read and interpret documents, instructions, rules and regulations.
Perform research, compile data.
Write reports and correspondence.
Prepare reports; maintain records.
Communicate effectively verbally and in writing.
Work with accuracy and attention to detail.
Operate PC and related software applications.
Effectively organize and prioritize assigned work.
Establish and maintain effective working relationships with other people.

EDUCATION and/or EXPERIENCE:

The following requirements demonstrate possession of the minimum knowledge, skills, and abilities necessary to perform the duties of the position.

Associate's degree or equivalent in business administration, public administration or a related field.
Five (5) years related experience including increasing administrative and supervisory responsibility.

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 sit, talk, and hear. The employee frequently is required to use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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 indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle, and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Approved By: Personnel Commission
Approved Date: December 21, 2007