

Alameda County Office of Education

JOB TITLE: Program Assistant (Range 15 CSEA)

JOB SUMMARY :

Provides coordination of office operations and administrative, secretarial, and technical support to program directors and coordinators under program grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and coordinates assigned programs and related projects.

Serves as liaison between Director, program users, and others concerned with programs.

Facilitates communication between program directors and others involved in various program activities.

Maintains activity files, records, and documents relevant to various programs.

Monitors, maintains and assists in development of program budgets.

Administers program financial transactions, records, and files.

Develops systems, formats and procedures for office operations.

Acts as clerical lead for office operations and staff; performs a variety of clerical duties.

Coordinates arrangements for training programs, meetings, conferences.

Prepares materials, contracts, agendas and distributes notices of meetings, workshops, and other programs.

Composes and edits correspondence, reports, newsletters and statistical documents and other documents.

Operates computers and software, maintains data files and databases on programs.

Reviews visitors, screens, and directs calls.

Requisitions and inventories offices supplies, furniture, and equipment.

Assigns and directs work of office staff.

Develops content and conducts in-service training for program staff.

May Develops workshops or conference programs.

Prepares and submits required governmental reports in accordance with guidelines.

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.
Prioritize and schedule work.
Prepare and monitor a budget.
Explain and enforce policies and regulations.
Meet schedules and time lines.
Plan, coordinate and document projects.
Maintain up to date knowledge of regulations.
Prepare and deliver oral presentations.
Represent the department at meetings.
Establish, maintain effective relationships.
Operate a computer and related software.
Keyboard at 40 WPM from clear copy.
Prepare statistical records and reports.
Train and provide work direction to others.
Organize and coordinate office activities.
Arrange meetings and travel.
Compose correspondence independently.

KNOWLEDGE OF

Organization structure and operation of assigned programs.
Budgets and fiscal matters relevant to program administration.
Budget preparation and control.
Interpersonal skills.
Customer service best practices.
Oral and written communication.
Correct written and spoken English.
Operation of computers and related software.
Statistical, research and survey methods.
Advanced secretarial administrative methods.
Principles of training and work direction.
Coordination of clerical assignments.
Modern office practice and procedures.
Department operations and policies.

EDUCATION and/or EXPERIENCE

High school graduate with college level course work in business or office management; three years related increasingly responsible experience including advanced computer operations; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as program documents and procedure manuals.
Ability to write reports and correspondence. Ability to speak effectively one on one and before groups.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts required to administer program financial requirements.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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 25 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 is occasionally required to use personal vehicle in the course of employment, 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