

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION

JCN: 110
RANGE: 145
NON-EXEMPT

ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the general direction of an assigned administrative division manager, perform highly skilled, complex and confidential secretarial and administrative assistant duties in support of an assigned county-wide operation; plan, coordinate and organize office activities and coordinate flow of communications for assigned division; relieve supervisor of routine administrative and clerical details.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Ability to interpret, apply and explain complex and detailed division related information.
- Assist in guiding, training and directing the work of other clerical support personnel.
- Assist administrative manager in the monitoring, developing, and maintaining of division budgets and related reports as assigned; oversee the preparation and processing of purchase orders, invoices, and requisitions; receive and process payments of division invoices with the approval of assigned supervisor; generate and transmit billing invoices for division services and monitor receipt of payment thereof.
- Communicate with county office staff, students, parents and outside organizations to coordinate programs and activities, exchange information and exercise independent judgement in resolving issues or concerns.
- Compile information and prepare and maintain a variety of data, records and reports related to division programs, financial activity, student information, correspondence, attendance, personnel and assigned duties; ensure accuracy and completeness of data, records and reports; establish and maintain filing systems.
- Compose, independently or from oral instructions, note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, memoranda, bulletins, agenda items, handbooks, manuals and other materials; review and proofread a variety of documents.
- Coordinate travel arrangements for assigned personnel and make reservations as assigned; complete and process related reimbursement and other forms.
- Coordinate, schedule and attend a variety of meetings, workshops, in-services and other assigned events; prepare and distribute agenda items and notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; take, transcribe and distribute minutes as directed.
- Exercise independent judgment in resolving a variety of complex issues, complaints or problems and refer difficult issues to assigned supervisor as necessary; problem solve and make difficult decisions as needed and formulate plans of action.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries, manipulate data and generate a variety of mandated and requested computerized lists and reports; ensure accuracy of input and output data; ensure mandated reports are completed and submitted to appropriate agency or personnel according to established timelines.
- Maintain and utilize calendar and deadline reminder system; make and/or confirm appointments; coordinate, schedule, and plan meetings, training, and workshops as requested; develop and maintain schedules and event calendars; schedule appointments, conferences and other events as directed.

- Make recommendations for technology, equipment, furniture, and supply needs for division; coordinate purchasing, repair, and maintenance of assets; order office supplies and equipment as needed by division as approved.
- Monitor inventory levels of office supplies and equipment; contact vendors to coordinate purchases and request product information; receive and maintain inventory of supplies and equipment as directed.
- Perform highly skilled, complex responsible secretarial and administrative assistant duties in support of an assigned county-wide operation; plan, coordinate and organize office activities and coordinate flow of communications; ensure smooth and efficient office operations; perform typing, photocopying, and other duties as assigned; perform work requiring attention to detail, accuracy, and verification of data and information.
- Prepare workshop and training materials including, but not limited to, PowerPoint presentations, in coordination with assigned supervisor.
- Prepare, review and process contracts for assigned division.
- Provides input concerning employee interviews and evaluations as requested.
- Provide oversight of department records and electronic storage of records; assist in the coordination, operation and updating of the department's document storage management system.
- Read, sort, and date incoming mail; ensure outgoing mail is delivered in a timely manner; and when necessary, route mail to delivery service and follow-up on timely delivery.
- Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; provide technical information and assistance related to office or program operations, policies, standards and procedures.
- Receive, collect and process monies as assigned by the position; maintain related records.
- Research, compile and verify a variety of information; compute statistical information for a variety of reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.
- Train and provide work direction, guidance, coaching, and oversight to assigned personnel as directed; provide input concerning employee evaluations as requested; identify professional development needs and provide on-going support to assigned clerical personnel.
- Attend professional development as assigned and provide related training and direction to other staff members in assigned area.
- With minimal supervision, coordinate the clerical activities of assigned departments /programs within assigned division; disseminate assignments to assigned support personnel.
- Work with multiple supervisors and appropriately prioritize assignments.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area; initiate and receive telephone calls; take and relay messages as appropriate; schedule and arrange interviews, appointments,

conferences and other events; maintain confidentiality of sensitive and privileged information.

- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Ability to work on a flexible schedule to meet deadlines based on program need and to attend evening and weekend meetings/conferences as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Business letter and report writing techniques.
- Data control procedures and data entry operations.
- Inventory practices and procedures.
- Mathematical calculations.
- Methods of collecting and organizing data and information.
- Modern office practices, procedures and equipment.
- Professional telephone techniques and etiquette.
- Record-keeping techniques.
- Terminology, practices and procedures of assigned office.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Add, subtract, multiply and divide with speed and accuracy.
- Compile and verify data and prepare reports.
- Compose correspondence and written materials independently or from oral instructions.
- Determine appropriate action within clearly defined guidelines.
- Ensure efficient and timely completion of office projects and activities.
- Maintain confidentiality of sensitive and privileged information.
- Maintain records and files.
- Meet schedules and timelines.
- Plan and organize work.
- Provide work direction, guidance, coaching and oversight to assigned personnel.
- Understand and resolve issues, complaints or problems independently.
- Work with minimal supervision and prioritize assignments from multiple supervisors.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High school diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's Degree preferred.

EXPERIENCE:

- Four years of increasingly responsible administrative secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: September 1, 2004

Revised: October 1, 2017