

CLASSIFICATION TITLE: *Administrative Assistant*

Salary Range 31

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general direction, independently performs a variety of secretarial and support duties to ensure efficient office, outdoor school, and enterprise operations. Relieves the supervisor of minor administrative matters; performs other related duties as required. When the Outdoor Education Program is in session, spends the student arrival day at Shady Creek to assist with administrative duties, fill T-shirt orders, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant is distinguished from the Administrative Secretary in that daily work assignments are more varied and require less supervision. An assistant can be given projects with very little direction; he/she investigates, researches and completes efficiently. Further difference includes comprehensive knowledge of all departments and county office functions and the performance of assignments that require research and independent decision-making at a higher level.

DIRECTLY RESPONSIBLE TO:

Outdoor Education Director; may receive assignments from senior support personnel as required.

SUPERVISION OVER:

None, however, the Administrative Assistant may assign work and provide technical direction to other department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Public Relations:

Acts as a primary communication/public relations liaison between outside agencies and SCSOS. For example, the administrative assistant is the primary contact for the Outdoor Education program and the general public, staff and parents; assists visiting staff and parents with Shady Creek procedures; addresses and assists in resolving client/parent concerns; communicates with participating schools and districts regarding schedules and program details; works with outside agencies to promote advertising and marketing of facility; determines appropriate methods for responding to written or verbal inquiries including e-mail, voice mail, faxes, letters, etc.; represents the department or program by attending various meetings; promotes department/programs to clients; interprets, applies, and recommends county office policies, rules, regulations, and procedures.

Coordinates special projects including, t-shirt sales and inventory and EcoQuest sale; works with the Shady Creek Outdoor Education Foundation on community events, school raffle ticket sales, and scholarship grant awards.

Coordination and Scheduling:

Manages and maintains administrator's calendar of activities; develop School calendar for the Outdoor school program and staff schedules; coordinates Enterprise schedule, specific pricing for each event and assists with staffing. Resolve scheduling conflicts and work with clients to ensure a positive experience. Organizes, coordinate, and schedules meetings, reserves facilities, arranging for set-up, contact participants and, coordinate travel arrangements, ordering, assembling and distributing materials and supplies and all related follow-up activities; ensures that activities of the department do not conflict with other agency activities; Prepare summary reports of department activities and assists in compiling evaluation statistics; coordinates operations and the schedules of a variety of programs concurrently; sets priorities for completion.

Budget/Financial:

Manage budget development including the development of budget projections, monitoring of expenditures and income, and analyzing budget printouts and reports; completes forms related to the budget process; researches and processes various documents including mileage claims, conference and travel claims, timesheets, employment forms, and other department claims; initiates and monitors the purchasing process Sutter County Superintendent of Schools including completing purchase orders and online supply orders as well as in store supplies purchases; initiates and expedites the accounts payable process for the department or program; processes individual school and enterprise specific invoices, receives all incoming checks and processes checks through reports of revenue and prepares the Auditor Deposit for school and enterprise and collection of delinquent invoices; prepares and monitors income/expenditure contracts for services; prepare a cost analysis of each Enterprise event; responsible for all aspects of the Nutrition program including confidential student information, monthly accounting, annual reports, and reviews by the State of California Nutrition Department; responsible for accounting/budget of grants awarded to department.

Database Management/Desktop Publishing:

Designs, modifies, and maintains database files for schedules, workshop attendance, online registration, staff related information, project reports, student information, and other related information for any special department or program needs; develops site publications; coordinates mass mailings; maintains a database recordkeeping system that allows for the efficient collection and retrieval of information; designs brochures, flyers, forms, charts, report formats, and training materials; maintains department Web pages; enters and processes maintenance work orders through Schooldude.

Staff Support:

Organizes, designs, and maintains office filing and recordkeeping system using standard and electronic methods; manages operations of the office, and assists in the training of department staff regarding policies, procedures, and forms; greets and assists department visitors, screens calls, sets appointments, and answers matters not requiring the supervisor's immediate attention; sorts and reviews department mail and independently responds to standard or routine requests, redirects other mail, voice mail, and e-mail to appropriate staff members; orders and maintains office supplies and equipment ensuring adequate levels are maintained; coordinates and schedules department activities; prepares and processes a variety of correspondence; records/transcribes meeting minutes and maintains permanent records of meetings.

MINIMUM QUALIFICATIONS:

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

Any combination of training and/or experience which demonstrates ability to perform the duties as described. A typical qualifying background would include progressively responsible experience working as a secretary in an office environment.

Knowledge of:

Standard secretarial procedures and office management techniques; English grammar, punctuation, spelling, and proofreading; business formats; recordkeeping and filing systems; advanced techniques and processes using standard office software; project management; general finance and accounting principles; effective telephone techniques.

Skill and Ability to:

Communicate effectively in written and oral form with diverse groups; operate standard office equipment to prepare documents and complete work assignments; create/edit documents, store/retrieve text, print text, manipulate documents, merge files; learn a variety of software applications; set up and maintain database files; utilize time management techniques to organize and prioritize work, including meeting and event planning; coordinate a variety of projects simultaneously; read, interpret, research, explain, and apply laws, rules, regulations, policies, and procedures relating to department business; work independently with little direction; maintain confidentiality of student and program information; ability to accurately record/transcribe meeting minutes; work cooperatively and effectively with individuals and groups.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs, carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.