FARM LAB OPERATIONS ASSISTANT

Job Description

JOB SUMMARY

Under the direction of the Coordinator of Innovation and Farm Lab Development, performs a variety of secretarial, clerical, and general duties to support all aspects of Farm Lab.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the daily operations of Farm Lab.
- Supports the district's organic farm, farm to school program, Farm Lab educational programming, and facility use.
- Responds to inquiries from staff, volunteers, visitors, and the public.
- Assists with scheduling and arrangements for meetings, volunteers, visitors, and events.
- Assists other Farm Lab personnel in the completion of tasks related to student safety, educational programming, and resource management.
- Assists with inventory, ordering, purchasing, and donation requests.
- Prepares handwritten and computer generated materials and documents, such as agendas, reports, fliers, event signage.
- Inputs a variety of information into record keeping systems.
- Organizes and maintains varied written and electronic records.
- Assists with organization, maintenance, set-up, and clean-up in the multi-use areas.
- Assists with website updates and social media posts.
- Assists with research and grant writing.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office methods, procedures, and equipment including computers, filing systems, receptionist and telephone techniques and etiquette, letter/ memo writing, and proofreading
- Correct English usage in both written and verbal form, spelling, grammar, and arithmetic
- Financial reports and budgeting
- Inventory and purchasing
- Grants and grant writing
- Google Drive, Sheets, Docs, and Forms

Ability to:

- Establish and maintain positive and effective working relationships with district staff, volunteers, site partners, and the public
- Apply interpersonal skills, including tact, patience, positivity, and courtesy
- Communicate effectively; orally and in writing
- Exercise good judgment, including prioritization and confidentiality
- Work independently, efficiently, and multi-task with interruption
- Maintain high levels of organization
- Learn software systems and certification requirements
- Prepare written correspondence from written or oral instructions
- Compile, prepare, and maintain accurate records, logs, and reports
- Meet schedules and timelines
- Maintain regular and consistent attendance

Education and Experience:

- Equivalent to completion of twelfth grade
- Two years of increasingly responsible clerical and/or secretarial experience.

WORKING CONDITIONS

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 of this position. The noise level in the work environment is usually moderate.

- Possible daily contact with district and/or school staff and the general public
- Constant interruptions
- Moderate to high stress level
- Moderate to high noise level

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 25 pounds

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

OTHER

- Possession of an appropriate, valid California driver's license
- Employee-provided transportation is required

CLEARANCES

- California Department of Justice fingerprint clearance
- Pre-employment physical examination and drug screen clearances
- Current negative TB clearance

Range: 10

Board Approved: May 23, 2023