



ADMINISTRATIVE ASSISTANT, SENIOR

Reports to: Varies according to assignment

Division: Varies according to assignment

Our ideal candidate

You will be experienced in handling a wide range of administrative and executive support related tasks and will be able to work independently with little or no supervision. You are exceedingly well organized, flexible and enjoy the administrative challenges of supporting a department in a complex and fast-paced environment. You have the ability to interact with individuals at all levels, sometimes under pressure, being proactive, resourceful and efficient, with a high level of professionalism and confidentiality. You have high level written and verbal communication skills, strong decision-making ability and attention to detail. You take ownership of tasks and responsibilities of the position. You are committed to providing the best service available to Santa Barbara County Education Office, school districts, and students.

General description

Perform a wide variety of advanced and complex office duties and administrative support functions. Employees in this position assume major responsibility for providing and maintaining current information about the County Education Office policies, rules, regulations and procedures, programs, and functions. Employees in this position maintain a high professional standard of service to others and provide overall office management support for all administrative functions of the department on behalf of the assigned manager. Individuals in this position set the tone toward the attainment of a positive, collaborative, and professional work environment for all employees.

Specific duties and responsibilities

- Monitor and oversee the functions and efficiency of the assigned office on behalf of the assigned manager, particularly in the manager's absence
- Provide the assigned manager with input and ideas on the overall efficiency and functions of the assigned office
- Provide guidance and direction to office staff to maintain a high level of productivity and efficiency
- Model a high standard of professionalism and service to others
- Plan, organize, perform and train others in clerical, office and administrative support functions related to the activities and operations of the assigned program, division or department
- Serve as primary source of information regarding the Office and assigned program policies, procedures, standards and requirements including pertinent legal requirements and other legislative enactments as appropriate to assignment
- Receive and interview callers and visitors



ADMINISTRATIVE ASSISTANT, SENIOR

- Provide information where independent judgment, knowledge and interpretations are utilized
- Research and compile background material such as statistical and financial data and supporting information
- Compile and prepare comprehensive reports, records, surveys and other documents
- Coordinate and prepare materials for presentation to the County Board of Education or other entities with whom the manager communicates
- Compose and prepare a variety of correspondence, memorandums reports and other documents, including material of a confidential nature
- Screen mail and handle routine items requiring action, prioritizing items for manager action
- Route mail to others as appropriate and process administrative details not requiring the immediate attention of the manager
- Assist in budget planning and expenditure control process
- Prepare and distribute meeting notices and agendas, attend meetings to record proceedings and prepare and distribute comprehensive minutes of meetings
- Assist with planning and coordinating training events including maintaining training schedules, tracking and monitoring enrollment and attendance, and resolving issues
- May require travel on an occasional or regular basis for events, meetings, and activities
- Establish and maintain a wide variety of manual and computerized files and records including but not limited to records of various state and federal projects
- Maintain confidential information and records, including mailing lists and emergency contact information
- Coordinate and monitor ordering, inventory and distribution of office supplies and forms for the assigned program
- Prepare purchase orders and process invoices
- Assist with maintaining highly confidential information including staff leave of absence information, employment and pay information
- Prepare and maintain calendar of activities, meetings, and events including scheduling appointments, conferences and meetings
- Arrange travel accommodations and process travel claims
- May assist with updating and maintaining web pages
- Operate a variety of office machines such as typewriter, personal computer, terminal, printer, fax machine, calculator, copier and specialized equipment common to assigned program or office
- May direct, train and provide input for the evaluation of clerical support staff
- May require travel on an occasional or regular basis for events, activities, and meetings
- Perform other job related duties as assigned



ADMINISTRATIVE ASSISTANT, SENIOR

Requirements

Education: Graduation from high school supplemented by evidence of business or office courses or administrative support experience

Experience: six years of increasingly responsible administrative support experience preferably in a public education setting

Knowledge and skills

- Modern office practices, procedures and equipment
- Advanced administrative procedures
- Personal computers and industry standard software applications including Microsoft Office, Filemaker, Escape, advanced Excel, and other software programs pertinent to the functions of the assigned department
- Telephone techniques and etiquette that provide a high professional standard of service to others and demonstrate a calm and patient demeanor
- Statistical and financial record-keeping as well as basic statistical analysis
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Advanced oral and written communication skills
- Principles of training and providing work direction that promotes high standards, professionalism, collaboration, and a positive work environment
- Advanced interpersonal skills promoting an environment of respect while using tact, patience and courtesy

Abilities

- Promote a high standard of professionalism and a positive, healthy work environment
- Quickly acquire knowledge of County Education Office organization, operations, policies and objectives
- Interpret, explain and apply laws, rules, regulations and policies with relationship to the assigned program or office
- Analyze situations accurately and adopt an effective course of action
- Understand and follow oral and written directions
- Communicate at an advanced professional level both orally and in writing
- Demonstrate keyboarding/typing skills and speed as required by the assignment



ADMINISTRATIVE ASSISTANT, SENIOR

- Establish and maintain efficient office procedures, record keeping, and filing systems
- Plan, organize, coordinate and prioritize assigned tasks to successfully meet time lines
- Establish and maintain effective and collaborative working relationships
- Train and provide work direction to others
- Maintain records and prepare reports
- Work independently with little direction
- Work confidentially with discretion

Licenses and Certificates

Some positions in this classification may require:

- Valid California Class C Driver’s License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program as a condition of employment.

Working conditions

Work is performed primarily indoors with minimal exposure to health and safety hazards.

Series

Administrative Support

Salary range 75

<i>Approved by the Personnel Commission:</i>	May 27, 1999
<i>Revised:</i>	June 28, 2018
	October 26, 2023