

Job Description

Alameda Unified School District

Department Office Specialist

Purpose Statement

The job of Department Office Specialist is done for the purpose/s of providing administrative support to assigned department personnel; coordinating, planning and organizing activities; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Administrator

Essential Functions

- Attends meetings, projects workshops (e.g. prepares and sends notices; takes minutes; collects and compiles information; distributes documents; etc.) for the purpose of ensuring all pertinent materials are available.
- Communicates with administrators, staff, parents, vendors and the public (e.g. e-mail, telephone, telecommunication, in-person, etc.) for the purpose of providing information concerning policies, procedures and guideline, or directing them to the appropriate personnel.
- Compiles data from a variety of sources (e.g. time cards, work orders, budget reports, vendor lists, project documents, etc.) for the purpose of ensuring accurate documentation and complying with legal and/or administrative requirements.
- Coordinates a variety of special projects as assigned for the department (e.g. processing all foreign students and communicating with Homeland Security; special education counts; reporting immunization information of preschool students to the county; military student enrollment; etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Creates and develops a wide variety of written materials (e.g. google forms, logs, checklists, procedures and directions for virtual meetings, field-trip forms, forms for athletics, documents, etc.) for the purpose of providing written reference, conveying information; ensuring easy accessibility; collecting information; and/or uploading on department website.
- Maintains a wide variety of manual and electronic documents, files, and records (e.g. budget data, DMV reporting, employee accident/injury reports, inventory, reports, student data, student enrollment, custody orders, login, passwords, office supplies, facilities building permits, work orders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages personnel requisitions as requested (e.g. new hires, FTE status, work site, account codes; length of time needed, description of work, title, etc.) for the purpose of ensuring information is input in Smartetools and meeting administrative requirements.
- Monitors budget allocations, expenditures, fund balances, budget transfers, etc. (e.g. discrepancy with invoices, credits, invoices, etc.) for the purpose of ensuring that allocations are accurate; revenues are recorded; expenses are within budget limits; and/or fiscal practices are followed.
- Participates in a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

- Prepares a variety of documents from a variety of sources as needed (e.g. emergency procedures, school site safety plans, requisitions, quote requests, invoices, vouchers, queries, assessment reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Processes documents and materials (e.g. professional development hours for staff; time cards; work orders; etc.) for the purpose of ensuring documentation is attached and signed; and obtaining required information.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, administrators, outside agencies, concerned parents, complaints, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules a wide variety of activities and maintains appointment software (e.g. appointments, meetings, travel reservations/accommodations, facility usage, appointment for enrollment, etc.) for the purpose of making necessary arrangements for assigned administrator and posting all appointments.
- Serves as webmaster for assigned department website as assigned for the purpose of providing information and/or recommendations; and ensuring current information is uploaded.
- Supports other administrative and site personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; utilizing pertinent software applications; analyzing data; multitasking; classifying data and/or information; customer service; and communicating effectively.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; meeting deadlines and schedules; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

6/14/2022

Salary Grade

38

Revised Date