



Job Description

Marin County Office of Education

Administrative Assistant

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing secretarial support to assigned administrator(s) and department(s); establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a variety of materials and reports.

This Job reports to Assigned Supervisor

Essential Functions

- Assists with filling staff absences, if assigned, for the purpose of maintaining safety and supervision of students in classrooms.
- Assists in practicing de-escalation techniques with students and/or visitors, if assigned to a school site, for the purpose of maintaining a safe and orderly office environment.
- Compiles and monitors data (e.g. work orders, budget/specialized reports, staff/student records, etc.) for the purpose of preparing reports and/or processing requests.
- Coordinates schedules and meetings for the purpose of providing information, addressing program needs, and maintaining compliance with state/federal laws, rules, and/or regulations and MCOE requirements.
- Coordinates projects and/or program components as assigned (e.g. arrangements for conferences, meetings, travel requirements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Develops and maintains a variety of manual and electronic documents, files, and records (e.g. student records, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Manages the supervisor's calendar and answers the phone for the supervisor for the purpose of ensuring the supervisor is aware of communication and the calendar is managed effectively.
- Monitors program compliance with regulatory standard requirements, if assigned, for the purpose of ensuring legal and procedural practices are compliant with policies and procedures.
- Orders and maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Participates in, and/or supports, department and/or in-service meetings (e.g. setting up/tearing down meeting space; providing meeting materials, agendas, and minutes, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a variety of correspondence, reports, and other materials (e.g. enrollment packets, Student Transfer Requests, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, incoming calls, general public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.
- Tracks attendance for staff and substitutes, if assigned, for the purpose of ensuring accurate records are available for historical reference.
- Updates website general information/announcements relevant to assigned position for the purpose of providing updated information for the public and/or parents' reference.

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: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

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: common office application software and machines; and vocational standards.

ABILITY is required to schedule activities, meetings, and/or events; 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 and similar processes; and operate equipment using defined 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. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working extended hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 65% sitting, 15% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

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

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training Certificate

Certificates and Licenses

None Specified

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade