



Job Description

Marin County Office of Education

Senior 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 Senior Administrative Assistant is done for the purpose/s of providing support to assigned administrator(s) and department(s); establishing and maintaining department records; coordinating assigned projects; making decisions regarding office practice and procedures; exercising initiative and independent judgement; understanding and adhering to regulations and policies; and compiling and distributing a variety of materials and reports.

This Job reports to Assigned Supervisor

Essential Functions

- 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, calendars, reports, staff records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates activities and/or assigned projects/program components for the purpose of completing activities and/or delivering timely services.
- Develops and maintains a variety of manual and electronic documents, files and records (e.g. creating requisitions, Professional Service Agreement contracts, purchase orders, business forms, budget transfers, travel expenses, expenditures, requests for approval, expense reimbursement requests, phone lists, time sheets, room reservations, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of routine office records (e.g. vehicle logs and maintenance scheduling, alarm systems, office maintenance, workshop, attendance, etc.) for the purpose of ensuring routine inspections are scheduled, equipment is in proper working order, and/or accurate records are maintained.
- Orders and maintains inventory of supplies and processes purchase orders as assigned for the purpose of ensuring availability of pertinent items.
- Participates in, and/or schedules, department meetings for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a variety of correspondence, reports, and other materials (e.g. credit card purchases, event registrations, publications, Board meeting materials, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. meter reports, graduation diplomas, equipment contracts, school data, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Provides administrative assistance to assigned administrator(s) by managing and monitoring the administrator's calendar and communications, as assigned, for the purpose of ensuring schedules are maintained and timely, accurate, and appropriate response to phone and correspondence is provided.
- Provides training for relevant equipment for the purpose of providing instruction for safe, efficient, and effective equipment use and/or procedures.
- Responds to inquiries from a variety of internal and external entities (e.g. general public, students, staff, etc.) for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.
- 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 (e.g. serving as a situational backup to complete duties of equal or lesser responsibility as needed, etc.) 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; preparing and maintaining accurate records; analyzing data; classifying data and/or information; screening telephone calls; and, preparing and utilizing business forms and programs for processing purchase orders, budget/expenditure transfers, reimbursements, and invoices.

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: commonly accepted office application software and machines; vocational standards; bookkeeping practices; business telephone etiquette; relevant codes/laws/rules/regulations/policies; grammar, spelling and punctuation; office practices; and, recordkeeping and record retention practices.

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 but different 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 a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail and accuracy; maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (as assigned); dealing with frequent interruptions; and, working as part of a team.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some 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 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 required.

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