Job Description

Marin County Office of Education

Executive 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 Executive Administrative Assistant is done for the purpose/s of providing a variety of complex and highly sensitive administrative support responsibilities; ensuring efficient operation of support functions; preparing highly sensitive reports; composing complex materials; maintaining manual and electronic documents, files, records, reports and web/social media updates; assisting with Board meeting preparations; and coordinating assigned projects and site activities.

This Job reports to Assigned Supervisor

Essential Functions

- Assists assigned administrator with assigned budget procedures (e.g. revisions, requisitions, monitoring expenditures, reports, etc.) for the purpose of maintaining accurate account balances and compliance with established accounting procedures.
- Collaborates with administrative team members to coordinate assigned projects for the purpose of complying with regulations and laws and ensuring procedures are in place and staff response is appropriate and effective.
- Develops a variety of complex materials (e.g. correspondence, agendas/minutes, event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Facilitates communication between personnel, board members, and community (e.g. email, incoming calls, etc.) for the purpose of prioritizing communications and directing questions and information to appropriate personnel.
- Maintains a variety of manual and electronic documents, files, and records (e.g. employee records, financial records, reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety activities on behalf of assigned Administrator for the purpose of ensuring timely communications are delivered to proper personnel, and meetings are efficiently organized.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares and processes a variety of highly sensitve reports, documents, and correspondence (e.g. meeting/event materials, letters, graduation, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Researches a variety of topics (e.g. current practices, policies, education codes, grant opportunities, best practices, etc.) for the purpose of providing information and/or recommendations to address a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing appropriate referral.

- Schedules a variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of coordinating various arrangements as directed by assigned administrator.

- Trains support personnel for the purpose of ensuring assigned staff's ability to accurately use new and/or existing processes.

- 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 using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing job related software applications (spreadsheets, word processing, presentation software); updating website; being attentive to details; preparing and maintaining accurate records; and, planning and managing projects.

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: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and, office methods and 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 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 specific, job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and, dealing with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be 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 75% sitting, 20% walking, 5% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility 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

Certificates and Licenses

None Specified

Continuing Educ. / Training

Mandated Reporter Training Certificate

Clearances

Measles Vaccination

Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt		
	Revised Date	