

Administrative Specialist

Diversity, Equity, Inclusion & Belonging Vision Statement: At the Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Administrative Specialist is done for the purpose/s of providing complex administrative and secretarial support to assigned administrative personnel; coordinating and monitoring assigned activities and projects; providing information, recommendations and/or direction as requested by assigned administrator; and coordinating assigned administrators schedule.

Essential Functions

- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of complying with administrative requirements.
- Coordinates a variety of projects, functions and/or program components, as assigned, for the purpose of completing activities and/or delivering services in a timely fashion.
- Edits and maintains a variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- 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 a variety of documents (e.g. correspondence, agendas, event programs, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Prepares and maintains a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Processes documents and materials (e.g. time sheets, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing referral.
- Schedules and coordinates supervisors' calendar (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.

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

Knowledge, Skills and Abilities

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: business telephone etiquette; concepts of grammar and punctuation; and office practices and procedures.

SKILLS are required to perform multiple, technical 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 including pertinent software applications; and preparing and maintaining accurate records.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; 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 to moderate. 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; 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; providing information and/or advising 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 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 required in public administration or related field with 3 or more years of successful work experience of increasing responsibility preferred.
Education:	Community College and/or Vocational School degree with study in job related area with an emphasis in public administration or a closely related field.
Equivalency:	Additional equivalent experience may be substituted for college education year for year

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

Exempt

Approval Date

Pay Grade

Revised Date