

Administrative Assistant - Walker Creek Ranch

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 Assistant - Walker Creek Ranch is done for the purpose/s of providing administrative and secretarial support to assigned administrator(s); conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

Essential Functions

- Composes a variety of materials (e.g. event programs, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Maintains a variety of manual and electronic documents, files, and records (e.g. budget data, financial records, sales reports, etc.) for the purpose of providing current information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains database of participating schools and conference groups for the purpose of conveying and/or gathering information, scheduling events, and billing for services.
- Orders and maintains supplies and materials for the purpose of maintaining availability of required items.
- Organizes the work activities within the office for the purpose of monitoring progress and ensuring completion of assignments within established guidelines.
- Oversees day to day operations of the Walker Creek Ranch campus store (e.g. ordering merchandise and supplies, price setting and maintaining inventory records, overseeing and updating e-commerce platform, fulfilling online orders and monitoring stock levels, staffing store on a scheduled weekly basis, submitting financial statements to accounts receivable, etc.) for the purpose of supporting the needs of the Walker Creek Ranch program.
- 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.
- Participates in, and/or supports, routine hospitality for Walker Creek Ranch activities and special events based on guest needs (e.g. setting up/tearing down meeting rooms and lodges, setting up dining room meal service, assisting dining room guests, etc.) for the purpose of providing support for campus activities and special events.
- Prepares a variety of reports, documents, and correspondence (e.g. contracts, event schedules, instructions, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides support to various aspects of the Walker Creek Ranch program (e.g. administrator, food service, new staff, etc.) for the purpose of providing information, facilitating communication among groups, and/or direction.
- Responds to various inquiries from internal and external parties (e.g. staff, parents, students, guests, public agencies,, etc.) for the purpose of providing information, facilitating communication and/or providing appropriate referral.
- Schedules various activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Transports a variety of items to and from the Marin County Office of Education for the purpose of delivering and receiving materials as required.

Other Functions

- Employees may be assigned other reasonably related duties that support other operational areas of Walker Creek Ranch, including food service, facilities maintenance, groundskeeping, conference support, housekeeping, and outdoor education program operations for the purpose of ensuring efficient and effective function of the work unit. Such assignments may occur on a temporary or intermittent basis when operational needs require and when the work is within the employee's training and ability.

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 understand complex, multi-step written and oral instructions. 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.

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 including using job related software applications; preparing and maintaining accurate records; and planning and managing projects.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze 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 analyze issues and create action plans. Problem solving with data frequently 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: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; 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 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

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

Education: High School diploma or equivalent.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
DMV Pull Notice Enrollment

Continuing Educ./Training

Mandated Reporter Training Certificate
Maintains Certificates and/or Licenses

Clearances

Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Pay Grade

Revised Date