

YOLO COUNTY OFFICE OF EDUCATION

Head Start/Early Head Start Programs

CLASS TITLE: ADMINISTRATIVE SECRETARY

BASIC FUNCTION:

Under the supervision of the Head Start/Early Head Start Program Director, perform secretarial and clerical work related to the assigned department; assist the administrator with administrative matters requiring knowledge of department policies and procedures and related Head Start rules and regulations; plan, organize and coordinate office activities and communications for the assigned site or department; train and provide work direction to staff.

DISTINGUISHING CHARACTERISTICS:

This is the mid-level classification in the secretarial family. The Administrative Secretary works under minimal supervision. The Administrative Secretary is distinguished from the Secretary in that daily work assignments are more varied and require the incumbent to possess and utilize comprehensive knowledge of the department or site.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform secretarial and clerical work related to the function and programs to which assigned; plan, organize and coordinate activities to assist the administrator in administrative matters.

Train and provide work direction to staff; monitor and coordinate the work of others to insure accuracy and timely completion of assignments; participate on interview panels as requested.

Organize and coordinate office workflow to assure the proper and timely completion of work; monitor and adjust assignments to assure work is completed in accordance to established standards and procedures.

Greet visitors and answer telephones; provide information or redirect visitors and callers to appropriate personnel; provide detailed information and answer questions regarding County Office and department programs, policies, procedures and regulations; respond to inquiries and complaints or refer to appropriate personnel.

Organize and establish filing and record-keeping systems; sort and route mail and correspondence for administrator's personal reply or signature.

Assists in monitoring and maintaining fiscal records of State and federal grants as assigned; assist in preparing and maintaining budget and other financial records for assigned programs and functions; requisition office supplies and materials to assure adequate inventory levels; record expenditures for equipment, supplies and maintenance; arrange for payments, purchase orders and other expenditure documents; make budget adjustments as necessary.

Operate a computer, assigned software and other standard office equipment as assigned.

Perform various personnel related activities including review and process of time sheets, receiving and processing staff attendance/absence request forms, and monitoring the substitute list and notifying teachers of availability of substitutes.

Assure timely communications between department and County Office employees and County, State and federal agencies; make telephone calls to receive and transmit information; type memos, bulletins, letters and notices.

Compose, prepare and distribute correspondence, handouts, meeting agendas and other materials independently or from oral instructions; prepare and maintain a variety of records, flyers, lists and other materials; file materials according to established procedures; type a variety of materials including inter-office communications, requisitions, forms, letters, special project reports, and other materials as directed.

Schedule, arrange and confirm appointments and meetings and maintain the administrator's calendar; arrange travel reservations and accommodations; facilitate and coordinate various events for assigned programs; schedule workshops, reserve conference rooms and arrange for refreshments for various meetings as assigned.

Attend a variety of meetings as required; prepare and send out notices of meetings; prepare agendas, minutes and packets; collect and compile information for meetings, projects and workshops; distribute minutes.

OTHER DUTIES:

Compile reports from a variety of sources; assist in organizing materials for special projects; research and compile information and compute statistical information for federal, State and County Office reports.

Assist staff and/or parents with needs and concerns.

Monitor and distribute keys to staff.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Policies, objectives and terminology of assigned program or functional area.

Principles and practices of training and providing work direction to others.

Applicable sections of the State Education Code and other applicable laws.

Operation of computer equipment and assigned software.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Financial and statistical record-keeping techniques.

Basic budget monitoring and control methods.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Perform responsible secretarial and clerical work related to assigned functions and programs.
Organize, coordinate and oversee office activities.
Train and provide work direction to other staff.
Learn applicable sections of the State Education Code and other applicable laws.
Make arithmetic calculations quickly and accurately.
Interpret, apply and explain rules, regulations, policies and procedures related to assigned office.
Plan and organize work.
Meet schedules and time lines.
Maintain a variety of records including statistical and financial data.
Operate a microcomputer, computer terminal and related software applications to enter data, maintain records and generate reports.
Type at an acceptable rate of speed.
Compose correspondence and written materials independently or from oral or written instructions.
Work independently with little direction.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Schedule and coordinate arrangements for travel, meetings, workshops and conferences.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible secretarial or clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Seeing to read a variety of materials.
Reaching overhead, bending at the waist, kneeling or crouching to file materials.

APPROVED:

Signature, Policy Council Chair

Date of Approval

Signature, Superintendent or Designee

Date of Approval