

Administrative Assistant

Purpose Statement

The job of Administrative Assistant is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to their assigned Executive Manager; performing a variety of complex and responsible secretarial and administrative support duties to assist with administrative processes; serving as primary secretarial support; providing assistance and information to YCOE staff, County and State officials, parents and media; training staff; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Assigned Executive Manager

Essential Functions

Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned executive manager.

Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, etc.) for the purpose of completing complex meeting requirements, activities and conference schedules, agendas, and processes.

Coordinates staff development processes and activities (e.g. trainings, advertising, CEUs, facilities arrangements, etc.) for the purpose of providing development opportunities, recording and tracking attendee information in compliance with YCOE policies.

Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, contracts, directories, 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 wide variety activities on behalf of assigned executive manager (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.

Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.

Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing leadership and/ or receiving information, recording minutes or providing other administrative support, and supporting the needs of the attendees.

Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, contracts, manuals, policies and procedures; budget development information, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Presents information on a variety of administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.

Processes confidential communication (e.g. student IEPs, staff salary data, personnel reviews, meeting discussions, etc.) for the purpose of implementing necessary confidential processes for the executive manager.

Provides database maintenance, including operation of a variety of computer software processes for the purpose of ensuring error free operation of a variety of databases.

Provides budget development support and review of multiple budget information for the purpose of ensuring implementation of all necessary budgets' preparation, in compliance with administrative guidelines and/or regulatory requirements.

Represents assigned executive manager in their absence for the purpose of conveying and/or gathering information required for their functions.

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 wide variety of inquiries from internal and external parties (e.g. staff, administration, YCOE departments; County, State and Federal agencies; parents, students; legislators; community agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

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, technical tasks with a need to occasionally 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 multiple projects, meetings, conferences and workshops.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; and concepts of grammar and punctuation; policies and procedures; software processes; all processes and procedures in administrator's office; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; 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; problem solving; leadership training; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring 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 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 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

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