

## **Administrative Secretary**

### **Purpose Statement**

The job of Administrative Secretary is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; monitoring assigned activities; assisting with administrative matters requiring knowledge of department policies and procedures and related County Office rules and regulations; planning, organizing, coordinating office activities and communications for assigned site or department; training and providing work direction to staff; and providing information, recommendations and/or direction as requested by assigned administrator.

This job reports to Assigned Administrator

### **Essential Functions**

Assists in the preparation and monitoring of budget (e.g. coordinating with YCOE Fiscal Services, etc.) for the purpose of providing necessary support, implementation and monitoring of the budget and the budget processes.

Assures timely communications between department, County Office employees, outside agencies, and others as necessary for the purpose of providing timely and necessary communication.

Coordinates a variety of program specific processes (e.g. telecommunication services, staff support services, field trip/conference requests, vehicle scheduling, maintenance of records, etc.) for the purpose of ensuring provision of necessary services in support of employees, department goals or district objectives in accordance with COE guidelines.

Maintains necessary records (e.g. procedural documents, flyers, requisitions, special project reports, student attendance, cumulative records, vendor billings processes, 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 for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.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 variety of office processes on behalf of assigned Administrator (e.g. fiscal records, office supply requisitions, equipment inventory, other expenditure documents, etc.) for the purpose of ensuring historical documentation.

Participates in a variety of meetings, workshops, and/or trainings (e.g. preparing agendas, minutes and packets; compilation of needed meeting information, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.

Performs personnel related activities (e.g. review and processing of time sheets, staff attendance/absence request forms, substitute lists, etc.) for the purpose of providing necessary personnel information for assigned administrator.

Prepares a variety of documents using appropriate software provided (e.g. correspondence, agendas, minutes; event programs, bulletins, reports; MOU's; student records; agency contracts; cumulative files; IT orders for multiple districts; student information requests, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.

Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that address school operations.

Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, auditors, vendors, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.

Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, vehicles, transportation, etc.) for the purpose of making necessary arrangements for assigned administrator or staff.

Supports assigned administrative personnel (e.g. identification, administrative communication, and resolution of faculty needs for YCOE school sites, etc.) for the purpose of providing assistance for departmental functions and responsibilities.

Trains staff, when assigned (e.g. IT staff, YCOE and Yolo County School District staff, etc.) for the purpose of ensuring implementation of professional development.

Welcomes and communicates with visitors (e.g. greeting visitors and answering telephones, providing information and/or redirecting visitors and callers, providing detailed information regarding County Office and department programs, etc.) for the purpose of ensuring accurate communication.

### **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 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; oral and written communication skills; interpersonal skills; business telephone etiquette; interpersonal skills; basic budget monitoring and control methods; and preparing and maintaining accurate records; and problem solving.

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: concepts of grammar and punctuation; policies, objectives and terminology of assigned program or functional area; principles and practices of training; applicable sections of the State Education Code; modern office practices, procedures and equipment; and office practices and procedures.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with 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 a variety of data; and utilize a variety of 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 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; maintaining records; preparing reports; scheduling and coordinating arrangements; working independently; coordinating office processes; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly 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**

35