

JOB DESCRIPTION

July 2016

Placer County Office of Education
1400 W. Stanford Ranch Rd.
Rocklin, CA 95765

FIRST 5 PLACER STAFF SUPPORT SPECIALIST

General Purpose:

A First 5 Placer Staff Support Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The First 5 Placer Staff Support Specialist is responsible for supporting the First 5 Placer Children and Families Commission, designated staff and community partners with implementing Placer First 5.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Works with First 5 Placer staff to assist in providing complex secretarial, fiscal and administrative detail work for assigned Office of Education/First 5 staff.
- Sets up for meetings, workshops and conferences throughout Placer County
- Assists public agencies, nonprofit organizations and individuals to meet First 5 Placer requirements.
- Gathers materials and distributes agendas for Boards and committees.
- Participates in the Request for Results funding process.
- Participates in the Strategic Planning process.
- Supports First 5 Placer Commissioners, First 5 Executive Director and community partners with a variety of complex secretarial and administrative work.
- Composes and types correspondence, reports, documents, forms and other items.
- Establishes and maintains clear communication and cooperative working relationships with a variety of community and First 5 Placer community partners.
- Communicates with county mental health, probation, social services and law enforcement regarding selected at-risk youth involved with those agencies.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High School Diploma or equivalent.

Experience:

- Experience in secretarial, administrative and office assistance work.
- Experience working in an educational or social service setting preferred.
- Experience creating and maintaining websites.
- History of successful relationships with community agencies.
- History of successful direct staff support experience.

Knowledge, Skills and Abilities:

- Knowledge of the Children and Families Commission laws, rules and regulations.
- Knowledge of program evaluation.
- Knowledge of the Brown Act.
- Skills in effective oral and written communication.

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- Skills in the proficient use of e-mail, Microsoft Office and specialized department software.
- Ability to utilize web-based reporting systems, program and data reporting tools and program and data collection tools.
- Ability to create and maintain websites
- Ability to participate in collaborative efforts with a variety of disciplines and agencies.
- Ability to work with diverse individuals.
- Ability to work independently and as part of a team.
- Ability to express ideas and concepts clearly and concisely in oral and written form.
- Ability to establish and maintain cooperative and professional working relationships with Individuals, groups and public and private agency personnel.
- Ability to work with non-profit agencies.
- Ability to organize and take minutes at meetings.
- Ability to maintain and improve professional skills and knowledge.
- Ability to file, keep records and use correct English, spelling, grammar and punctuation.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school or agency environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

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Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 27.0

Reviewed and Approved:

Supervisor: Catherine Graw

Date: 7/27/16

Human Resources: Yasun

Date: 7/26/16