

JOB DESCRIPTION
December 2024

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

ADMINISTRATIVE ASSISTANT TO THE DEPUTY SUPERINTENDENT
(Confidential Position)

General Purpose:

An Administrative Assistant to the Deputy Superintendent is responsible to the County Superintendent and works under the direct supervision of the Deputy Superintendent. The Administrative Assistant to the Deputy Superintendent provides administrative support; performs a wide variety of administrative assistant and secretarial functions; provides assistance in the functions and responsibilities related to collective bargaining/confidential matters; coordinates activities of assigned administrative personnel; ensures compliance with activities under area of responsibility with financial, legal and administrative requirements; and provides information, recommendations and/or directions as may be requested by the assigned administrator.

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

- Provides assistance in the functions and responsibilities related to collective bargaining/confidential matters.
- Assists in developing written practices for management and clerical staff.
- Trains, supports and monitors clerical staff in the correct utilization of funds and accurate recordkeeping practices.
- Trains, supports and monitors clerical staff in the correct usage of contracts and Memorandum of Understandings (MOU's) between Placer County Office of Education (PCOE) and districts within Placer County, outside of Placer County and independent contractors providing services to PCOE.
- Coordinates and develops County Board of Education meeting agenda items in BoardDocs for all departments under the Deputy Superintendent.
- Participates in budget development for all departments under the Deputy Superintendent.
- Facilitates methods of communication to foster efficient use of time and PCOE resources.
- Performs complex office assistance, secretarial, and administrative support.
- Handles routine administrative details not requiring the immediate attention of the administrator.
- Arranges and schedules a variety of meetings and appointments; notifies participants, confirms dates and times, reserves meeting sites and prepares needed materials.
- Attends meetings as assigned to convey and/or gather information required to perform functions.
- Compiles data from a variety of sources to comply with financial, legal and administrative requirements.
- Composes and prepares written materials (e.g., reports, memos, letters, bulletins, etc.) for the purpose of documenting activities, providing and/or requesting information.
- Coordinates a variety of program events and or activities (e.g., task assignments, meetings, professional activities, workshops, conferences, travel, etc.).
- Evaluates situations for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

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- Makes necessary arrangements for staff attendance at professional meetings and conferences, including registration, reservations, travel requests and other required documentation.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventory of supplies and materials for the purpose of ensuring item's availability.
- Assists with monitoring department budgets, including balances and keeping accurate financial records.
- Monitors assigned department activities (e.g., coordinating attendance accounting and recordkeeping) and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Assists with various aspects of department work flow.
- Researches a variety of sources (e.g., current practices, policies, the California Education Code, state and federal law, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Screens and processes all department forms and documentation to ensure compliance with policy, practice, law and bargaining unit agreements.
- Screens mail correspondence, redirecting mail as appropriate, and screens telephone calls and office visitors.
- Takes and transcribes dictation and notes from administrator and at meetings.

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 is required.
- AA degree preferred.

Experience:

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: five (5) years of broad, varied, and increasingly responsible secretarial experience preferably including at least two (2) years in a public education setting.

Knowledge, Skills and Abilities:

Knowledge of:

- Programs and functions under the management of the administrator to which assigned.
- Laws and regulations affecting educational program functions and services.
- Financial, budgetary, and account record keeping.
- Purchasing and inventory procedures.

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- Filing and record keeping procedures.
- Letter and report writing.
- Receptionist and telephone techniques.
- Operations of computer equipment and software packages such as word processing, spreadsheet, database, and desktop publishing.
- Office practices, methods, procedures, and equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Mathematics.

Skills and Ability to:

- Be responsible for the office function in support of the administrator to which assigned.
- Interpret and apply rules, policies, and regulations with good judgment in a variety of situations.
- Maintain a variety of administrative files and records.
- Work with minimum supervision.
- Perform a variety of complex administrative assistance assignments.
- Compile information and prepare accurate letters and reports.
- Make arithmetical calculations quickly and accurately.
- Type at a rate of 60 words per minute from clear, legible copy.
- Operate a variety of office equipment including personal computer terminals.
- Perform advanced applications with word-processing, spreadsheet, database and desktop publishing software.
- Perform general accounting procedures.
- Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.
- Establish and maintain cooperative working relationships.

Required Testing:

- Applicants may be tested on skills applicable to position.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 60 net wpm issued within the last two years (no on-line certificates accepted).

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

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

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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.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings.
- Facility to drive an automobile or to arrange a consistent method of transportation.
- Facility to determine and differentiate colors with or without reasonable accommodation.

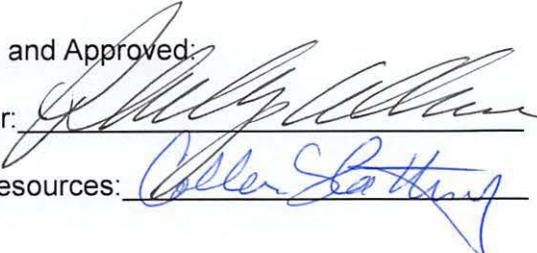
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

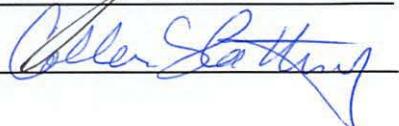
Employee Group: Confidential

Salary Grade: Range II, Confidential Salary Schedule

Reviewed and Approved:

Supervisor: 

Date: 12/10/24

Human Resources: 

Date: 12-3-24