

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
MANAGEMENT ASSISTANT

Under administrative direction, manages the internal/external operations of the Marin County Office of Education including mail delivery system, printing shop, custodial staff, office utility worker, telephone system, maintenance worker, and other duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Schedules and maintains use of facilities for outside groups. Carries out established procedures in the rental/use of facilities.
2. Schedules and administers maintenance of all Marin County Office of Education sites and facilities.
3. Develops and maintains procedures for the efficient and economic operation of the copy center and printing shop.
4. Assesses, schedules and maintains appropriate custodial services for all Marin County Office of Education facilities including work schedules, purchase of supplies and equipment.
5. Schedules and maintains internal mail delivery and external delivery system.
6. Responsible for telephone installations/disconnections for all programs and maintenance and operation of the internal telephone service.
7. Supervises, schedules and evaluates workload of receptionist and is responsible for training of switchboard relief operators.
8. Provides for maintenance and service of county automobiles as required to keep in good operating condition.
9. Supervises, schedules, and evaluates personnel in all assigned activities.
10. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

Education and

Experience: High school graduation or equivalent. Five years of progressively responsible experience in all phases of office operations and one year in a supervisory or management capacity within the last three years. Building management desirable.

Knowledge

of: Knowledge of an ability to effectively apply principles of supervision, training, planning and work scheduling in building maintenance and general office operations; knowledge of cost estimation and production scheduling.

011183 Labor Grade 6 (Exempt), Salary Range 56 MANAGEMENT ASSISTANT
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Ability to: Accurately maintain inventory, financial and production records and estimates; knowledge of general office systems, including reprographics, custodial/maintenance, shipping/receiving, inventory and stock control; ability to establish and maintain effective working relationships with staff, other Marin County Office of Education employees, outside agencies, and the public at large.