

5/17/23

MARIN COUNTY OFFICE OF EDUCATION
CLASSIFIED POSITION DESCRIPTION
ADMINISTRATIVE SPECIALIST 1

DEFINITION:

Under direction, provides support to the assigned administrator in all administrative matters and coordinates and organizes special projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all the listed duties, nor do all the listed examples include all tasks which may be found in the positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification.

1. Schedules and coordinates supervisors' calendar and appointments;
2. Monitors all printed and electronic communications, drafting responses and or determining and executing appropriate follow-up actions;
3. Edits correspondence, publications, agreements, contracts, and reports;
4. Develops, prepares, and distributes notices, agendas and supplementary materials; schedules facilities and equipment; prepares minutes and follow up actions;
5. Receives information for a variety of documents, including letters, memos, messages, news releases, flyers, programs, certificates, invitations, minutes of meetings, reports, agendas and various forms and charts;
6. Prepares online requisitions, monitors receipt of materials and invoices;
7. May manage one or more special projects as assigned by supervising administrator;
8. Plans, coordinates, and manages timelines related to assigned projects, as needed;
9. Researches a variety of source materials (CA Education, Government, and Election Code, legislation, state/county/district statistical information) for the preparation of reports, correspondence, and presentations;
10. Utilizes project procedures, benchmarks, duties, schedules, deadlines, record-keeping, and deliverables in supporting the overall administration of assigned projects.
11. Assists in responding to inquiries from districts, the public, community members, and community organizations.
12. Keeps supervisor apprised of potential problems, issues, and concerns;
13. Perform related duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of training and experience that provides the knowledge and abilities is qualifying. Typically, this would include three or more years of successful work experience of increasing responsibility and completion of a two-year college program resulting in an Associate's degree or equivalent with an emphasis in public administration or a closely related field. Additional equivalent experience may be substituted for college education year for year.

KNOWLEDGE OF:

- Basic office methods, practices, and procedures;
- Accepted business English usage, spelling, grammar, and punctuation;
- Standard office equipment and software;
- Principles of budget development, preparation, and control;
- Effective organizational and communication strategies, including methods of communication between agencies served by the County Office of Education on a countywide, regional, and statewide basis;
- Techniques for planning, editing, and designing newsletters, brochures, reports, and other publications;
- Organizational policies, standards, guidelines, priorities, and direction to ensure projects are aligned with organizational objectives;
- Safe work practices.

ABILITY TO:

- Operate computer, peripherals, and software used in administrative environments with proficiency;
- Prepare, document, and maintain accurate records and files;
- Plan, organize, prioritize, and track department work to meet deadlines and accomplish tasks within established timelines;
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials, and resources;
- Adapt work style to that of supervisor, anticipating and initiating actions to address supervisor's needs in reoccurring situations;
- Maintain and improve professional skills and knowledge;
- Demonstrate cross-cultural knowledge, competence, and respect in all interactions;
- Interact inclusively, fostering a sense of dignity and belonging among all students and staff;
- Be flexible and receptive to change;
- Interact in a respectful manner that fosters a sense of dignity and belonging among all.

SKILLS IN:

- Reading comprehension skills to interpret policies, administrative regulations, laws, and programs and accurately explain to others;
- Broad based research skills to identify and collect appropriate data;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively communicating with MCOE personnel, school districts, other agencies, the public and news media demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Communication (written, oral, and interpersonal), analytical, report-writing, problem-solving, presentation, public relations, strategic planning, organizational and project/time management skills.
- Initiating contacts with persons of substantially senior positions, public officials, or prominent citizens on matters requiring explanation, discussion, and obtaining cooperation or approval.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk and hear;
- Vision abilities required include close vision, color vision, and ability to adjust focus;
- Uses fingers to handle, touch, or feel;
- Reaches and holds with hands and arms;
- Occasionally required to stand and walk;
- Working in awkward positions requiring stooping, twisting, reaching kneeling, and/ or squatting;
- Possesses sufficient strength and stamina necessary to perform physical tasks;
- Frequently lifts, carries, or moves 5-20 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee:

- Regularly works in indoor environmental conditions;
- Frequently works with a computer screen;
- Experiences noise levels typical of an open office environment with background noise of telephones and conversations.