

# MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

## RANCH ADMINISTRATIVE ASSISTANT

### **DEFINITION:**

Under direction performs a wide variety of Ranch duties, while mostly clerical in nature, includes scheduling and coordinating meetings and conferences; oral and written communications; word processing, transcription, typing, and recordkeeping. Incumbents may also be required to assist in various housekeeping and Ranch duties as the need arises.

### **DISTINGUISHING CHARACTERISTICS:**

The class is distinguished from other classes serving the Marin County Office of Education by its geographic remoteness, by the nature of the work being specific to the Walker Creek/Ranch Facility. Included in these responsibilities are arranging for facility use, invoicing of customers; communicating with potential users of the Walker Creek Ranch Facility. Additional duties include operating a vehicle in the course of work; acting as receptionist to visitors, and performing varied duties, as assigned, related to the Walker Creek Ranch Program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

#### **Meetings and Conferences:**

- Preparation and distribution of notices and agendas;
- Scheduling of meeting rooms including equipment needs and refreshments;
- Preparation of supplemental materials;
- Monitoring of participant attendance;
- Preparation and distribution of minutes and follow-up actions.

#### **Communications and Interpersonal Relations:**

- Interpretation, clarification and explanation of policies and programs to students, staff, parents, and the general public;
- Oral communications with Ranch Personnel and outside agency personnel relating to programs, Ranch services, students, etc.;
- Development of routine letters, memos and telephone messages;
- Orders, displays, and tracks inventory in operation of the Ranch store.

#### **Recordkeeping:**

- Maintenance of budget, including recordkeeping of income, expenditures, cost estimates, facility use contracts;
- Maintenance of mileage logs, printing requisitions and telephone logs;
- Request and receipt of student records;
- Establishment and maintenance of records; update of changes;
- Completion of accident and illness reports, monitoring of staff timesheets and record of staff absences;
- Log and fill catalogue sales orders;
- Development and maintenance of filing systems for ease of access;
- Development and maintenance of inventory.

**Transcription/Typing/Filing/Word Processing:**

- Receiving and transcribing dictation from machine for a variety of documents including letters, memos, telephone messages, minutes of meetings, and reports;
- Typing schedules, instructional materials, contracts, student and staff records, meeting agendas and minutes, transaction documents, purchase orders, invoices, mileage forms, travel conference forms, newsletters and flyers including design and layout, budgets, class lists, and schedules of activities;
- Operates computer, software applications and other standard office equipment as required.

**Scheduling and Coordinating:**

- The development and maintenance of calendars including appointments;
- Scheduling and notification of meetings, workshops, special events;
- Scheduling and ordering of equipment and supplies, as needed;
- Development and coordination of department forms, coordination of printing and supply requisitions;
- Coordination of student rosters and staff lists; scheduling and preparation of travel and conference accommodations;
- Performs other duties as assigned requiring effort, skill, and responsibilities of like or lower classifications when work requirements are changed or modified. May be required to work evenings and weekends.

**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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**TRAINING EDUCATION AND EXPERIENCE**

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described, including courses in office practices and procedures and experiences in relating effectively with staff and the public. Positions in this class are required to possess a valid California driver's license.

**KNOWLEDGE OF:**

- Modern office methods and procedures;
- Public contact techniques;
- Accepted business English usage;
- Telephone etiquette;
- Safe work practices.

**SKILLS IN:**

- Written communication to prepare clear, concise letters, memoranda, and other written documents with correct grammar, punctuation, and spelling;
- Oral communication skills to communicate effectively with county office personnel, administrative staffs, parents, students, and the general public demonstrating tact, diplomacy and sensitivity to individual concerns;
- Organizational skills to set priorities, define tasks, schedule and coordinate activities and functions, develop procedures and complete assignments within established timelines;
- Decision-making skills to exercise independent thinking and good judgment;
- Mathematical computational skills involving addition, subtraction, multiplication and division;

- Reading comprehension skills to interpret policies, administrative regulations and programs, and accurately explain them to others;
- Recordkeeping skills to establish and maintain file systems and procedures;
- Human relations skills to establish and maintain cooperative relationships with those contacted in the course of work assignments.

**ABILITY TO:**

- Keyboard 60 w.p.m. accurately from written copy or machine transcription;
- Operate a variety of office equipment including, but not limited to, telephone, computer and software, calculator, cash register, credit card, postage and duplicating equipment;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Work efficiently to meet the needs of guests or staff when work flow is interrupted by changing priorities;
- Respond promptly to requests from internal and external clients, providing information, assistance, training, materials, and resources;
- Maintain and improve professional skills and knowledge and apply instruction provided to perform duties related to employment;
- Be flexible and receptive to change.

**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;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasional to frequent standing and walking and work requiring awkward positioning;
- Occasionally lifts and or moves 20 to 40 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

**Work Environments:**

*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 inside environmental conditions;
- Frequently works with a video display terminal for prolonged periods;
- Works in an open office work environment with background noise of telephones and conversations;
- Works under conditions which might create stress;
- Functions with numerous interruptions.

121217 – Labor Grade 9, Salary Range 40 – Ranch Administrative Assistant