



Marin County Office of Education as the Administrative Agent
for the California Collaborative of Educational Excellence

1111 Las Gallinas Avenue, PO Box 4925
San Rafael, CA 94913-4925

Professional Expert Description **Administrative Assistant II for the CCEE**

THE POSITION:

Under the direction of an assigned Senior Advisor or other manager, the Administrative Assistant II provides administrative and program support for the Senior Advisor and various projects.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II is distinguished from the Administrative Assistant I by the higher level of responsibility, independent judgment, and discretion exercised.

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 (Americans with Disabilities Act) essential duties performed by the entire job classification. Typical tasks include any duties and responsibilities assigned to the Administrative Assistant job family, and:

SCHEDULING/MEETING/TRAVEL SUPPORT:

- Schedules and maintains the Senior Advisor's appointment calendars
- Works with Senior Advisor and other staff to prepare meeting agendas and takes, transcribes, and distributes meeting minutes and follow-up actions
- Assists in the coordination of meetings, workshop, and other events, including organization of travel arrangements, logistics, facilities set-up, speakers, materials, event promotion, etc.
- Provides on-site administrative support at meetings and events

PROJECT TRACKING:

- Establishes and maintains detailed calendars and timelines of related activities, due dates, and schedules
- Works with Senior Advisor and other staff to organize and maintain control of files on matters in progress and follows up to ensure completion
- Assists in designing prototypes of templates, processes, and project timelines for high priority projects
- Supports in tracking program budgets and maintains records of project expenditures; identifies and reports discrepancies

COMMUNICATION SUPPORT:

- Drafts and sends emails, letters, and other communications, to both internal and external recipients
- Supports ongoing website maintenance with regular updates to content, based on input from various stakeholders

RESEARCH SUPPORT:

- Conducts basic internet research
- Compiles, reviews, and summarizes various types of reports, spreadsheets, and documents
- Prepares, processes, and enters data
- Researches, compiles, and proofs data including budgets, reports, and programs
- Maintains a variety of files and records; maintains databases
- Compiles and generates reports

CLERICAL/LOGISTIC SUPPORT:

- Secures and manages supplies, equipment, and other items as required
- Answers phones, types, files, operates copier, and provides clerical support including drafting, editing, and typing memos, routine correspondence, reports, and related materials
- Maintains general office services by organizing office operations and procedures; controlling correspondence; designing and maintaining filing and storage systems; taking on necessary support functions.
- Processes invoices and reimbursements, and assists in the preparation of financial reconciliations according to established procedures
- Prepares, sends out, and tracks mass mailings

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

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience which demonstrates ability to perform the duties as described, including experience and courses in secretarial training. Bachelor's degree from an accredited college/university preferred. At least 5 years of progressive administrative experience, ideally supporting a department director or program director and project staff, desired.

KNOWLEDGE OF:

- Use and operations of a computer and standard business software, including Microsoft Office Suite (Excel, Word, and PowerPoint) and the advanced features of these programs, such as styles, formulas, and graphics
- Principles and practices of sound business communication
- Correct English usage, including spelling, grammar, and punctuation
- Procedures and approval processes applicable to timekeeping, budget, fiscal and purchasing, travel and training, contracts, maintenance of public records and other administrative processes.

SKILLS AND ABILITY TO:

- Excellent organization skills and ability to anticipate needs and manage competing and changing priorities
 - Effectively plan, organize, and complete short and long-term projects and responsibilities, while accommodating changing timelines and priorities
- Excellent communication skills, including the ability to communicate effectively both verbally and in writing with a variety of audiences, including those at an executive level
- Resourcefulness and careful attention to detail, including producing high-quality deliverables
 - Work effectively with a high tolerance for ambiguity and a willingness to take on responsibilities, yet will follow up with Senior Advisors to gain clarity if necessary
 - Prepare and maintain accurate records and files
 - Efficiently produce typed and accurate documents
 - Problem solve, make decisions, and prioritize work on multiple projects
- Excellent interpersonal skills, with the ability to work as a team member and resolve priorities and needs of several staff members and projects simultaneously
 - High quality customer services skills, dependability, reliability, and professionalism
- High level of self-motivation and ability to work independently, when necessary
- Travel within California to provide onsite support at meetings
- Demonstrate patience, persistence, and ability to work as a team member
- Establish and maintain cooperative working relationships with those contacted during performance of job duties
- Communicate effectively orally and in writing to a variety of audiences, including executives and upper management
- Operate a computer and various software applications/databases, calculator, and duplicating equipment
- Quickly adapt to new technology and learn programs, including database software (FileMaker), mobile apps and operating systems (Apple iOS and Android), file-sharing tools, and cloud-based productivity tools. Familiarity with CCEE work tools (Zoom video conferencing, Dropbox, Google Drive) preferred.
- Maintain orderly work environment and perform tasks in a prescribed and safe manner
- Maintain and improve professional skills and knowledge
- Be flexible and receptive to change
- Work during evening hours attending regular and special meetings
- Adapt work style to that of supervisors, anticipating and initiating actions to address supervisors' needs in reoccurring situations
- Fully read and interpret documents such as procedure manuals and research reports
- Write routine reports and correspondence.

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:

- Hearing and speaking to exchange information and make presentations
- Dexterity of hands and fingers to operate a computer keyboard
- Driving a vehicle to conduct work
- Seeing to conduct inspection of data
- Occasional lifting or carrying up to 25 lbs

- Occasional climbing, balancing, pushing, pulling, stooping, kneeling, and crouching
- Significant fine-finger dexterity
- Generally, the job requires 70% sitting, 15% walking, and 15% standing

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 inside environmental conditions with:
 - minimal temperature variations
 - a generally hazard-free environment
 - a clean atmosphere
- Frequently works with a video display terminal for prolonged periods
- The noise level is typical of an open office work environment with background noise of telephones and conversations
- Works under stressful conditions with numerous interruptions and shifting demands.

CERTIFICATES/CREDENTIALS/LICENSES:

- Valid California driver's license required