

YUBA COUNTY OFFICE OF EDUCATION  
Management Job Description

ADMINISTRATIVE SUPPORT TO DIRECTOR

DEFINITION

To assist the Director of Business Services by planning, coordinating, and participation in the support activities related to the assigned responsibilities of the Business Services Department. Employee will receive limited supervision within a framework of standard policies and procedures. This job requires initiative and exercises independent judgment in the application and follow-through of established procedures. This position will be responsible for maintaining all substitute teacher applications and files along with training substitutes for the Tri-County Substitute Teachers Consortium.

EXAMPLES OF DUTIES

Business Services Department

Processes administrative details not requiring the immediate attention of the assigned administrator. Performs varied and responsible secretarial and accounting duties to assist in the processing and completion of business operations. Collects and assembles data and background materials for a variety of narrative, financial and statistical reports. Arranges committee and other meetings necessary for the Business Department. Maintains detailed calendar, prepares a variety of correspondence, forms and other complex materials including statistical reports, purchase requests and billings, etc. Maintains a variety of specialized files for special programs, assumes confidentiality of specialized records. Assist in coordinating communications within and outside the County regarding administrative and operational functions. Compiles data and assists in submitting appropriate federal, state and local forms. Compiles and computes statistical data and other technical material for routine reports as required. Prepares written materials, brochures, newsletters, webpage, etc. Receives complaints and may initiate action to resolve the problem or refers to appropriate person. Attends meetings and trainings as appropriate. Performs other related duties as assigned.

County Substitute Teacher Duties

Participates and presents at the monthly substitute orientations and substitute teacher in-services. Maintains and updates website for Tri-County Substitute Teacher Consortium. Enters all new substitute teacher information in database and disseminates information to districts. Assures that both credentials and tuberculosis skin tests are current. Works with Colusa and Sutter Counties to assure the process, policies and procedures are accurate and followed and suggests changes when necessary.

## MINIMUM QUALIFICATIONS

### Education and Experience

Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Experience in a county or district office preferred with school accounting experience is desirable.

### Knowledge of

School accounting principles and procedures; school budget and fiscal procedures and methods; law and regulations applying to school district and county account operations; general office practices, procedures and equipment, and data processing procedures. Proper English usage and grammar. Theory, principles and practices of public education and administration, including organization, personnel and fiscal management relevant to assigned responsibilities. Relevant State and Federal laws, regulation and procedures.

### Ability to:

Understand and carry out complex oral and written instructions independently. Learn, interpret and successfully apply department and county policies, procedures, rules and regulations. Operate standard office equipment including computer, printer, typewriter, copies and calculator. Effectively utilize computer and computer technology for information management and data gathering. Prepare and present clear and concise reports. Plan, organize and coordinate a variety of projects. Apply good judgment in recognizing the scope of authority as delegated. Analyze situations and make decisions on procedural matters without immediate supervision. Maintain the security and confidentiality for specified records and information. Prioritize and coordinate work flow and timelines so as to meet established deadlines or due dates. Collect, interpret and analyze complex technical data as well as identify potential problems and prepare recommendations based on policy parameters. Establish and maintain effective work relationship with those contacted in the performance of required duties.

### Physical Ability

Sufficient hand/eye coordination and manual dexterity to operate a personal computer keyboard at a moderate rate of (50 wpm); sufficient visual acuity to recognize words, letters and numbers.

### Licenses and Certificates

Valid California driver's license.