

YUBA COUNTY OFFICE OF EDUCATION
Confidential/Management Job Description

COORDINATOR/SECRETARY TO THE ASSISTANT SUPERINTENDENT

DEFINITION

Under general direction to serve as a confidential secretary and perform a wide variety of complex, difficult secretarial assignments for the Assistant Superintendent; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize office activities and flow of communications and information; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; coordinate the implementation and activities for CASEMIS and SELPA Manager, and to do related work as required.

EXAMPLES OF DUTIES

Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical memoranda bulletins, newsletters, notices, vouchers, lists and other materials as directed; prepare, format, edit, proofread and revise written materials. Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; assure timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data. Complete statistical information for various federal, State and local reports; process and evaluate a variety of forms and applications relating to assigned functions. Communicate with other departments, administrators and outside agencies to coordinate activities, exchange information and resolve issues or concerns. Attend to administrative details on special matters as assigned; perform varied duties related to the Assistant Superintendent's area of responsibility and assigned programs.

Communication/Customer Service/Document Preparation

Maintain an effective communication link between department and those contacted during the normal course of duties; initiate, receive, and route phone calls; prepare confirming letters or memoranda as necessary; assist and advise customers; research customer inquiries; mail and/or fax materials requested to customers; direct customers to appropriate person or department as needed; interpret and explain program policies and procedures to the public, parents, students or other staff; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures, regulations, and laws are necessary, exercise discretion in public contacts.

Coordination/Administrative Support

Responsible for scheduling and maintaining calendar, appointments and meetings for administrator/staff, and keep accurate records of department activities; coordinate and organize conferences, workshops, in-services or meetings including coordinating all calendars, arranging for rooms, setup, and refreshments, procuring and arranging for delivery of equipment and materials needed, coordinating registration, preparing and providing invitations, flyers, etc.; research information using a variety of sources including computers and provides follow-up reports; coordinate travel arrangements for staff; operate standard office equipment and independently perform various assignments for department; prepare agendas, minutes and other related materials. Coordinate all activities for CASEMIS and SELPA Manager.

Record Keeping

Maintain designated budgets and assure assigned accounts are accurate and expenditures are within federal or State requirements compile data for budget preparation and assist in the planning and development of program budgets; monitor accounts and reconcile expenses; research, track and resolve discrepancies; initiate budget transfers as directed. Prepare and maintain a variety of complex lists and records related to student information, personnel, financial activities and assigned duties, including those of a confidential nature; establish and maintain filing systems.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education, training, and/or experience which demonstrates ability to perform the duties as described including extensive satisfactory experience at the executive secretarial level, preferably in a public education environment.

Knowledge, Skills and Abilities

Perform highly responsible and confidential secretarial and administrative assistant duties to relieve the Assistant Superintendent of a variety of details; written communication skills to prepare clear, concise, grammatically correct (including punctuation and spelling), letters, memos, minutes, and other written documents, oral communication skills to communicate effectively with county office personnel, school administrative staff, outside district agencies, the public demonstrating tact, and diplomacy; organizational skills to set priorities, define tasks, schedule and coordinate activities, and functions, develop procedures and complete assignments; decision making skills to exercise independent thinking and good judgment; mathematical computational skills; ability to operate a variety of office equipment including computer, fax, machine, calculator and copier, reading comprehension skills to interpret policies, administrative regulations and legislation, and accurately explain to others; record keeping skills to establish and maintain effective file systems; research skills to identify and collect appropriate data; interpersonal skills to establish and maintain cooperative relationship with those contacted in the course of work assignments.

Physical Ability

Requires sufficient hand/eye coordination and manual dexterity to use keyboard at a basic rate (45 wpm); sufficient visual acuity to recognize words, letters and numbers; speech and hearing ability to carry on conversations in person and over the phone. Ability to reach and pull materials from files and shelves. Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis.

Licenses and Certificates

Valid California Driver's License

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10/21/13