

MONTEREY COUNTY OFFICE OF EDUCATION

ADMINISTRATIVE SECRETARY TO THE SENIOR EXECUTIVE DIRECTOR OF FINANCE AND BUSINESS

CLASSIFICATION: Confidential
SALARY LEVEL: C-1
WORK YEAR: 227

DEFINITION:

Under the direction of the Senior Executive Director of Finance and Business, the Administrative Secretary is responsible to provide a wide variety of confidential administrative and office support to the Executive Director of Finance and Business; perform complex secretarial work relating to the day-to-day administration of the office; serve as a liaison with all levels of staff, public officials, school district personnel, and community representatives for all Executive Director business and research special projects

SUPERVISOR:

Senior Executive Director of Finance and Business

POSITION(S) SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that is representative of the position that includes but is not limited to:

- Compose and maintain correspondence, responses and memoranda, confidential material related to labor negotiations and grievance responses, and all other business topic areas, on behalf of the Senior Executive Director
- Maintain correspondence and confidential files including those related to negotiations and grievance responses
- Maintain and process all MCOE program contracts through the contract system
- Coordinate communication and activities among the Finance and Business leadership team, Monterey County school districts, other agencies, and internal departments
- Prepare requisitions and purchase orders, monitor budget transactions throughout the year, and monitor balances on purchase orders
- When necessary make appropriate budget transfers
- Assist annually in the preparation of Budget Development Program Descriptions for all MCOE programs for insertion in the Budget Book
- Maintain Xerox codes for departments

- Interact and communicate effectively in all business situations showing courtesy, patience and tact (i.e., receive and respond to telephone calls, email, visitors, and inquiries from the public)
- Work independently and exercise independent and sound judgment in responding to the public and handle items not requiring immediate attention of a higher-level administrator
- Compose and prepare reports as needed
- Prepare spreadsheets for data analysis purposes as necessary
- Arrange appointments and meetings and any related travel arrangements for the Senior Executive Director
- Oversee the ordering of necessary supplies for department completing process with purchase orders, invoices, etc., while monitoring budget
- Prioritize and manage multiple tasks to meet specific deadlines
- Prepare agendas and take minutes at meetings as assigned
- Coordinate meetings, workshops, and conferences conducted by the Senior Executive Director
- Support Monterey County Management Assistance Team (MCMAT) with meeting arrangements and documentation as needed
- Assist with other business of the Senior Executive Director
- Represent the Monterey County Office of Education at all times
- Maintains awareness of and ensures compliance with relevant State and Federal laws and regulations, Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations

OTHER DUTIES:

Perform other job-related duties as required

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write; use the telephone and business machines; vision sufficient to read printed materials. hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead; physical mobility sufficient to move about the work environment (office, district, school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 25 pounds; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason define problems; establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience

- Associate’s degree from an accredited college or university
- Five (5) years of progressively responsible secretarial or office management experience, including accurate minute-taking and detailed agenda preparation, preferably in the field of public education

Knowledge of:

- Administrative office practices and procedures
- Modern office technology, practices, and equipment

- Correct grammar, spelling, punctuation, document construction, and editing
- Application of principles and practices of research, analysis, and project planning
- Basic bookkeeping
- Basic understanding of collective bargaining and grievance procedures

Skills and Abilities:

- Maintain a high level of confidentiality, professional effectiveness, and professional demeanor at all times
- Utilize all modern office technology efficiently and effectively
- Multi-task at the level required in a complex and diverse service agency
- Work effectively with others in a wide variety of situations
- Accurately compute business mathematics transactions and review reports for accuracy
- Exercise sound discretionary judgment
- Utilize proper discretion in dealing with confidential matters
- Prepare, produce, duplicate and disseminate complex information in variety of formats, effectively using a variety of software applications programs
- Utilize all modern office technology efficiently and effectively including Excel, Office, PowerPoint and Outlook
- Research, reason, and effectively resolve problems
- Conduct research, analyze data, and initiate necessary changes to maximize the effectiveness of assigned projects
- Communicate at a high level of competency in the English language both orally and in writing
- Modify systems and procedures within area of responsibility
- Modify days/hours and to work evenings and Saturdays on occasion
- Travel using own transportation with mileage reimbursed, as the job may require

Desirable Qualifications

- Bachelor's degree in a relevant field

Licenses and Certifications:

- California Driver's License with evidence of insurability