

**TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION**

SELPA OFFICE LEAD/ADMINISTRATIVE ASSISTANT

DEFINITION:

Under supervision of the Director - SELPA and Special Schools and Services, the SELPA Office Lead /Administrative Assistant will assist with the supervision, coach, mentor, and manage the support staff, perform a variety of complex and responsible secretarial and clerical assignments, to relieve the administrator of clerical and administrative detail by coordinating, organizing, leading, and participating in the various operational aspects of the administrator's assignment; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS:

This class of secretary differs from the other secretarial classes in the complexities involved in the effective coordination of a multi-function department and the confidentiality of employer-employee relations' matters.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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 classification.

Medi-Cal Local Education Agency (LEA):

- Facilitates the billing process for MCLEA billing through the coordination of data collection and monitoring of LEA reporting.
- Maintains continuous communication and acts as liaison with MCLEA billing agents and DHCS.
- Arranges for training and technical assistance to designated staff.
- Creates fiscal reports.

SELPA/SPECIAL SCHOOLS & SERVICES:

- Assists the Director with supervision and management of the Special Schools & SELPA Office Support Staff.
- Responsible for a variety of technical and complex secretarial tasks to the department staff.
- Performs technical and complex secretarial tasks related to the preparation, processing, and distribution of documents associated with the Department of Education and Tehama County school districts.
- Gathers items, prepares the agenda, and records the minutes of the SELPA Executive Committee and SELPA Administrative Council meetings.
- Attends seminars, training sessions and meetings as assigned.
- Participates on committees as assigned.
- Receives, sorts, and screens individual department mail.
- Uses a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor.
- Greets visitors and when possible provides information requested, based upon departmental policies and procedures.

- Prepares departmental outgoing mail on a daily basis.
- Independently composes and prepares a variety of correspondence, documents, and forms independently with minimal supervision and direction.
- Independently creates a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establishes and maintains filing and record keeping systems for the Director.
- Develops and maintains procedures, and databases, for a variety of department functions.
- Develops and prepares materials for duplication and printing.
- Operates a variety of office machines and equipment.
- Prepares purchase orders and maintains inventory of office supplies, and materials.
- Arranges travel, meetings, and professional development needs of the Director. May attend meetings with necessary.
- Arranges department workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Prepares and assembles materials for employer-employee relations.
- Makes appointments and maintain calendars for the Director and department support staff.
- Coordinates and maintains a variety of work from more than one supervisor.
- Compiles, develops, monitors, and reviews a variety of reports and statistical data without supervision.
- Understands, uses, and remains current with a variety of computer programs and applications (to include Microsoft Word, PageMaker, Excel, SEIS, and Aeries).
- Deals effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Maintains confidentiality.
- Performs other related duties as assigned.
- Drives occasionally for department business (optional).

KNOWLEDGE OF AND ABILITY TO:

- Implement modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation; telephone techniques; basic bookkeeping and record keeping principles and procedures.
- Prioritize workload, recognizing legal and policy implications of decisions; effectively handles a variety of simultaneous functions in a multi-operational department.
- Learn, interpret, and apply administrative and departmental policies, laws, and rules with good judgment.
- Analyze situations carefully and adopt effective courses of action.
- Operate word processing, database, desktop publishing, spreadsheet, and web based computer programs.

- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Operate a variety of office equipment.
- Make independent judgments with minimal supervision.
- Demonstrate the use of effective organizational skills.
- Collect and analyze data objectively and prepare appropriate reports.
- Understand and follow oral and written directions.

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- High school education or equivalent and five years responsible administrative secretarial experience; Experience in schools and/or education; Typing and computer skills at a level necessary for expected job performance.
- Equivalent to the completion of the twelfth grade.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: 11/13/15