



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE SPECIALIST

### DEFINITION:

Under general supervision of the Executive Assistant to the County Superintendent, this position will perform extensive project management responsibilities, highly complex and technical coordination, and administrative duties for the Administrative Services Department and Assistant Superintendents. The Administrative Specialist will utilize modern methods and strategies to support the execution and advancement of projects, including the use of advanced technologies, such as web design platforms, cloud-based applications, and innovative presentations and displays. This position will professionally represent and carry out the Department vision as the initial contact with the public.

### 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.

- Perform extensive project management responsibilities, a wide variety of highly complex and technical coordination, and administrative duties for the Administrative Services Department and Assistant Superintendents requiring a high level of independent judgment within established policies.
- Research, collect, and analyze information independently to draft correspondence, memos, and reports.
- Manage status and action updates for all Memorandum of Understandings (MOU) and/or contracts for Tehama County Department of Education and Tehama County school districts using cloud-based applications.
- Type, format, and proofread a wide variety of reports, letters, and memoranda; type from rough drafts, written pages, or verbal instructions; check drafts for punctuation, spelling and grammar; make or suggest corrections to drafts.
- Prepare purchase orders, requisitions, maintain inventory of office supplies and materials for Administrative Services Department.
- Establish and maintain liaisons with school districts, county agencies, and other partners.
- Initial front desk contact with the public in person and on the phone. Use a customer service approach to all in person, electronic, and telephone conversations to resolve and/or direct inquiries appropriately; exercise discretion in public contacts.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other event related tasks for Department programs.
- Schedule meetings, events, and travel arrangements for Assistant Superintendents.
- Manage room reservation calendar, i.e., confirmation and coordination of set up requirements; prepare daily meeting schedule for display in print and on screen.
- Gather, assemble, update and distribute a variety of department specific information, forms, records and data with minimal supervision or direction; including, but not limited to Telephone Extension List, Countywide Directory, Enrollment Survey, Consolidated District Calendar, MOUs, and Direct Certification for Lunch Program.
- Manage building access using perception, surveillance equipment, and good judgment to permit authorized entry.
- Develop and deliver event information to the public using various electronic platforms.
- Receive and distribute all facsimiles to appropriate personnel and/or department.
- Serve as backup to Executive Assistant to County Superintendent.



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- Attend seminars, training sessions, and meetings.
- Establish and maintain filing and record keeping systems.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

EXPERIENCE AND EDUCATION:

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by training in secretarial skills or relevant computer software applications programs.
- Five (5) years of varied, progressive clerical support experience preferably involving some public contact. Can substitute two (2) years of work experience at the Administrative Assistant III level at TCDE or three (3) years of work experience at Administrative Assistant II level at TCDE. Combination of different Administrative Assistant levels at TCDE will be considered on a case-by-case basis.
- A varied combination of applicable post-secondary education coursework and experience will be considered on a case-by-case basis.

KNOWLEDGE OF:

- Methods, procedures, and terminology used in general office work and education.
- Business letter writing (letters, reports and miscellaneous correspondence) and the standard format for reports and correspondence keeping within Department specific protocols.
- Modern office administrative, secretarial practices and procedures.
- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Business mathematics and basic statistical techniques.
- Principles and practices of data collection and report preparation.

ABILITY TO:

- Maintain confidentiality.
- Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- Use perception, surveillance equipment, and good judgment to permit authorized access to the building.
- Communicate effectively both orally and in writing.
- Use a client-centered approach to all conversations, giving information and responses not requiring the attention of the Assistant Superintendents.
- Perform responsible administrative and secretarial support work accurately and efficiently, with minimal supervision.
- Understand the organization and operation of the Tehama County Department of Education and outside agencies.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with staff and the general public.
- Type at a level necessary for expected job performance.
- Prioritize workload, recognizing legal and policy implications of decisions.
- Effectively handle a variety of simultaneous functions within a multi-operational department.
- Learn, interpret, and apply administrative and departmental policies, procedures, laws, and rules with good judgment.



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- Operate a variety of office equipment.
- Remain in a stationary position for prolonged periods.

PHYSICAL DEMANDS:

Persons in this classification must be able to complete all physical requirements of the job with or without a reasonable accommodation. 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.

**HRS Office Use Only**

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**APPROVED**

Print Name: Chinny Clawson

Title: Director, Human Resource Services

Signature: C. Clawson

Date: 1/26/22