



## TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION ADMINISTRATIVE ASSISTANT TO THE ASSISTANT SUPERINTENDENT (EXEMPT)

### DEFINITION:

Under supervision of the Assistant Superintendent(s), this position assists Administration with general office functions, paperwork and a variety of technical and complex secretarial tasks.

### 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.

- Compose and prepare a variety of correspondence, documents and forms independently with minimal supervision and direction.
- Organize and coordinate a variety of department related projects in service to the districts and community at large.
- Create a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Schedule meetings and events at the direction of the Associate Superintendent.
- Attend meetings and events and document items discussed and agreed to.
- Establish and maintain filing and record keeping systems.
- Develop and maintain procedures, and databases for, a variety of department functions.
- Develop and prepare materials for duplication and printing.
- Prepare purchase orders, requisitions, maintain inventory of office supplies and materials; and serves as a consultant for other department support staff.
- Make travel arrangements for the Associate Superintendent.
- Make appointments and maintain calendar for Associate Superintendent.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other event related tasks for the department programs.
- Understand, use, and stay current with a variety of computer programs.
- Serves as a liaison between public and organizational programs, projects and departments.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

### 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:

- Minimum of seven (7) years of progressively responsible clerical/secretarial experience within TCDE or other education organization.
- Preference will be given to TCDE experience in a progressively responsible support staff role.
- Education beyond high school may be substituted for experience up to four (4) years.
- High School Diploma required; AA degree in business, administrative assistant or similar field.

### 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.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business mathematics and basic statistical techniques.
- Principles and practices of data collection and report preparation.
- Basic accounting and fiscal reporting procedures for expenditures and revenue tracking purposes.





Tehama County Department of Education  
Job Description  
Administrative Assistant to the Associate Superintendent

Official: MD  
Effective: 07/09/19

ABILITY TO:

- Maintain confidentiality.
- Communicate effectively both orally or in writing.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of the Associate Superintendent.
- Perform responsible administrative and secretarial support work with accuracy, efficiency, with little supervision. Provide varied, responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the Tehama County Department of Education and of outside agencies as necessary to assume assigned responsibilities.
- Learn, interpret, and apply administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Typing 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, laws, and rules with good judgment.
- Establish and maintain effective working relationships with staff and the general public.
- Operate a variety of office equipment.

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 visual acuity, 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.

<b>HRS Office Use Only</b>	
Created: <u>July 1, 2016</u>	Revised: <u>July 9, 2019</u>
<b>APPROVED</b>	
Print Name: <u>Noelle DeBortoli</u>	Title: <u>Executive Director, Human Resource Services</u>
Signature: <u><i>Noelle DeBortoli</i></u>	
Date: <u>July 9, 2019</u>	