



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 5082
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Senior Administrative Assistant

GENERAL PURPOSE

Under general supervision, coordinates and assists in administering technical activities for an assigned program; independently performs difficult and responsible administrative and technical duties in carrying out program activities; monitors and tracks assigned budgets and financial activities associated with programs; makes and coordinates arrangements for courses, workshops, trainings, seminars, and conferences; serves as a primary program information resource to school districts, participants, instructors, and other interested parties; provides specialized information and clarification to both OCDE and district staff and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Administrative Assistants coordinate and assist in administering technical administrative activities for an assigned program of significant scope and difficulty. Incumbents carry out a wide variety of difficult and responsible secretarial, administrative, and technical procedural duties required for the administration of their assigned program, including: budget and receivables tracking, maintaining program and participant databases, preparation of technical reports, and information and coordinating scheduling and completion of program functions and components. Work requires a detailed knowledge of the rules, requirements, policies, and procedures applicable to assigned programs and OCDE administrative processes, policies, and procedures.

Senior Administrative Assistant is distinguished from Administrative Technician in that incumbents in the latter class are primarily focused on monitoring and tracking multiple program budgets and ensuring that program expenditures conform with applicable funding requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Perform with a significant degree of independent accountability: difficult, responsible, and highly detailed administrative duties in coordinating and assisting in administering assigned programs; provide specialized information and clarification to both OCDE and district staff and the public; and research and answer questions regarding programs and their requirements, operations, activities, and detailed processes.
2. Receive, research, and respond to or refer concerns and complaints to program administrators or other appropriate OCDE staff; and compile data, and prepare or assist in preparing reports for internal use and/or reporting to other agencies.

3. Perform technical duties applicable to assigned program, including: set up and maintain databases on program courses, training programs/workshops, participants, instructors, readers, and other types of program information; track, enter, and maintain data on participant progress and completion of program components; schedule courses, workshops, meetings, site review visits, and other events; and schedule instructors and site review team volunteers.
4. Prepare contracts for instructors, trainers, presenters, consultants, vendors, and others as applicable to program; prepare payroll for short-term program staff; utilize specialized software, spreadsheet and database programs as required to access, update, track, and maintain detailed program records, reports, and information; review, compile, and check data and information from a variety of sources; identify discrepancies and either resolve or provide proper notification; and generate a variety of reports.
5. Assist in preparing, monitoring and tracking program budgets; receive, record, and deposit moneys received from program participants for registration fees, deposits, and materials; invoice and receive payment of program/instructor costs from districts; and track balances, reconcile accounts, and follow up on unpaid fees, costs, and invoices.
6. Coordinate arrangements for tuition payment plans and monitor payment processes; follow up on invoices, billing notices, and payment plans to ensure full payment is received; meet with managers to review budget/account status and prepare budget adjustment requests when warranted; keep administrators and program staff apprised of budget/grant funding/financial issues; prepare detailed budget reports; and troubleshoot discrepancies and coordinate resolution with the Business Office.
7. Perform event/logistical planning, coordinate and makes arrangement for workshops, meetings, trainings, conferences and other events at OCDE and off site; secure event locations; arrange room and equipment setup/cleanup and catering/refreshments; design and prepare agenda, name badges, certificates and evaluations; prepare or order and assemble materials, handouts, binders, and/or packets; create participant database; greet participants; answer questions or inquiries from event participants regarding registration, event location and payments; and coordinate printing and prepare mass mailings, as applicable.
8. Establish and maintain detailed calendars and timelines of workshops, training programs, and related activities, due dates, and schedules.
9. Assist in maintaining the director's calendar; screen, request, and schedule a variety of appointments, conferences, teleconferences, and internal and external meetings.
10. Take and maintain minutes of meetings and distribute applicable information to designated staff and other individuals.
11. Type and process travel requests, mileage forms, print requests, purchase requisitions, purchase orders, invoices, payment requests, time sheets, contract request forms, and other documents; make training and travel arrangements; and maintain an inventory of office supplies.
12. Organize, maintain, and update confidential, specialized and technical files, documents and records; and create, maintain, and update filing systems.

OTHER DUTIES

1. Perform administrative support duties for program administrators/managers and staff members; receive and respond to telephone calls and e-mail correspondence; draft, type, complete, submit and/or distribute memoranda, correspondence, calendars, applications, reports, forms, and other documents; proofread, check and verify materials' accuracy, completeness, and compliance with

OCDE standards, policies, and procedures, as well as legal requirements; ensure materials, reports, and documents for signature are accurate and complete; and distribute or submit pertinent documentation to appropriate sources.

2. Update applicable content on websites.
3. Attend a variety of meetings, training sessions, conferences, committees, workshops, and seminars at OCDE and off site.
4. Take and maintain minutes of meetings and distribute applicable information to designated staff and other individuals.
5. Conduct special projects as assigned.

QUALIFICATIONS

Knowledge of:

1. Administrative and program management practices and procedures, including recordkeeping practices and procedures, applicable to assigned areas of program responsibility.
2. Basic practices and methods of budget development and administration.
3. Principles and practices of sound business communication; and correct English usage, including spelling, grammar, and punctuation.
4. OCDE administrative policies, procedures, and approval processes applicable to fiscal and purchasing, contract processing, maintenance of public records, and other administrative support activities.
5. Terminology, work processes, and local, state, and federal requirements applicable to areas of assigned responsibility.
6. Advanced uses of word processing, graphics, spreadsheet, database, graphics, and other software to create documents and materials requiring the interpretation and manipulation of data.
7. Basic research techniques, methods, and procedures.
8. Basic methods and techniques of project management.

Ability and Skill to:

1. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
2. Manage multiple and rapidly changing priorities and ensure rigorous follow through to meet program requirements.
3. Operate a computer, word processing and spreadsheet software, and other standard office equipment.
4. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
5. Organize and maintain extensive program databases and files.
6. Compose correspondence, prepare documents, and make arrangements from brief instructions; and type accurately.
7. Communicate clearly and effectively, orally and in writing.

8. Understand and follow written and oral instructions.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain highly sensitive and confidential information.
11. Dealing with sensitive and difficult situations.
12. Establish and maintain highly effective working relationships with management, administrators, staff, teachers, parents, students, consultants, vendors, prospective and program participants, the public, and others encountered in the course of work.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and three years of increasingly responsible office administrative or secretarial experience, at least two years of which provided familiarity with administration of specialized programs; or an equivalent combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds. Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.