



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

**Class Code: 5082
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

**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. Incumbents serve as a primary information resource for interested and involved individuals, school districts, other educational institutions, and agencies. 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Performs with a significant degree of independent accountability: difficult, responsible and highly detailed administrative duties in coordinating and assisting in administering assigned programs; provides specialized information and clarification to both OCDE and district staff and the public; researches and answers questions regarding programs and their requirements, operations, activities and detailed processes; receives, researches and responds to or refers concerns and complaints to program administrators or other appropriate OCDE staff; compiles data, and prepares or assists in preparing reports for internal use and/or reporting to other agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

2. Performs technical duties applicable to assigned program, including: setting up and maintaining databases on program courses, training programs/workshops, participants, instructors, readers, and other types of program information; tracking, entering and maintaining data on participant progress and completion of program components; scheduling courses, workshops, meetings, site review visits and other events; scheduling instructors and site review team volunteers; preparing contracts for instructors, trainers, presenters, consultants, vendors, and others as applicable to program; prepares payroll for short-term program staff; utilizes specialized software, spreadsheet and database programs as required to access, update, track and maintain detailed program records, reports and information; reviews, compiles and checks data and information from a variety of sources, identifies discrepancies and either resolves or provides proper notification; generates a variety of reports.
3. Performs technical accounting and financial/statistical recordkeeping as applicable to the program; assists in preparing and monitors and tracks program budgets; receives, records and deposits moneys received from program participants for registration fees, deposits and materials; invoices and receives payment of program/instructor costs from districts; tracks balances, reconciles accounts and follows up on unpaid fees, costs and invoices; coordinates arrangement for tuition payment plans and monitors payment processes; follow up on invoices, billing notices and payment plans to ensure full payment is received; compiles data for issuing 1098-T tax forms; meets with managers to review budget/account status and prepare budget adjustment requests when warranted; keeps administrators and program staff apprised of budget/grant funding/financial issues; prepares detailed budget reports; troubleshoots discrepancies and coordinates resolution with the Business Office.
4. Performs event/logistical planning, coordinates and makes arrangements for workshops, meetings, trainings, conferences and other events at OCDE and off site; secures event locations; arranges room and equipment setup/cleanup and catering/refreshments; designs and prepares agenda, name badges, certificates and evaluations; prepares or orders and assembles materials, handouts, binders or packets; creates participant database; greets participants; answers questions or inquiries from event participants regarding registration, event location and payments; coordinates printing and prepares mass mailings, as applicable.
5. Establishes and maintains detailed calendars and timelines of workshops, training programs and related activities, due dates and schedules.
6. Types and processes travel requests, mileage forms, print requests, purchase requisitions, purchase orders, invoices, payment requests, time sheets, contract request forms and other documents; makes training and travel arrangements; maintains an inventory of office supplies.
7. Organizes, maintains, and updates confidential, specialized and technical files, documents and records; creates, maintains, and updates filing systems.

OTHER DUTIES

1. Performs administrative support duties for program administrators/managers and staff members; receives and responds to telephone calls and e-mail correspondence; drafts, types, completes, submits and/or distributes memoranda, correspondence, calendars, applications, reports, forms, and other documents; proofreads, checks and verifies materials' accuracy, completeness and compliance with OCDE standards, policies and procedures, as well as legal requirements; ensures materials, reports and documents for signature are accurate and complete; distributes or submits pertinent documentation to appropriate sources.
2. Updates applicable content on websites.

OTHER DUTIES (cont.)

3. Attends a variety of meetings, training sessions, conferences, committees, workshops, and seminars at OCDE and off site.
4. Conducts 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; 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 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.
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. Type accurately at 50 WPM.
12. Dealing with sensitive and difficult situations.

Ability to: (cont.)

13. 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.
14. 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.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under OCDE's vehicle insurance policy.

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

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; reach with hands and arms; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret detailed and difficult data, information and documents; analyze and solve non-routine and difficult administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with management, administrators, staff, teachers, parents, students, consultants, vendors, prospective and program participants, the public, and others 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.