



Chris Hartley, Ed.D.
Superintendent

Humboldt County Office of Education

Early Literacy Partner's/HCOE Foundation Administrative Assistant

Job Summary

Under supervision of the Assistant Superintendent of Educational Services, serves as a liaison with our districts and broader community and relieves department management staff of administrative detail not requiring managerial level decision-making in support of programs such as the Early Literacy Partner's Program, the Decade of Difference, and general support for Humboldt County Office of Education Foundation and related programs. Performs specialized, complex and responsible secretarial duties; serves as recording secretary at all meetings; and performs all other related duties as assigned. This is a classified full-time, 11 month position

Examples of Duties

Serves as a point of contact between the programs, school districts, and employees; actively recruits community volunteers to serve our programs; serves as the Early Literacy Partner's Program and HCOE Foundation point of contact; coordinates volunteer trainings as appropriate; schedules volunteers into classrooms and to support programs; delivers community based presentations; supports with planning, coordination and execution of program events; completes travel authorizations/claims, performs accounts payable/receivable and generates purchase orders for the programs; submits and maintains program and Foundation records as required; coordinates, reviews and submits certificates of insurance for issuance as well as appropriate facilities requests forms and procedures; compiles and analyzes related data; assists with securing program liaisons and executing special services contracts when appropriate; receives and coordinates materials for the preparation of related events and meetings, including scheduling room and technology needs; assembles data and information on reports and forms requiring considerable interpretive judgment; corrects grammar, punctuation and spelling; proofreads finished copy; operates a variety of office machines, prepares letters, reports, minutes and memoranda from oral directions and written notes; maintains informational and operational records; initiates and drafts correspondence and answers requests for information; screens reports for completeness and numerical accuracy; screens department phone calls and visitors, answers telephone inquiries, and collects backup data for communications requiring management attention; greets visitors and the general public; performs all related duties as assigned.

Education and Experience

Graduation from high school and completion of an AA/AS degree and three years of related experience. Education may be waived with at least 5 years of related experience, preferably including at least one of service as a secretary, event manager, volunteer recruiter, or administrative assistant to a lead manager. Experience in event coordination, volunteer recruitment, and public relations and public speaking skills are also highly desirable.

Knowledge of:

- The Humboldt County Office of Education, the Early Literacy Partners Program, the Decade of Difference, and HCOE's Foundation related programs and events;
- Effective volunteer recruitment strategies;
- Local service clubs and their priorities;
- Formal business communications, grammar and medical vocabulary;
- PC computer operations and various standard, custom and web-based program applications;
- Microsoft Word, Excel, PowerPoint and other Microsoft desktop applications;

Ability to:

- Work independently, with little direct supervision, using appropriate critical thinking and problem solving skills.
- Prepare complex documents and reports in proper format and structure, including proper preparation of business correspondence.
- Understand and comply with District, County, State and Federal procedures, policies and statutes, including those governing aspects of foundations.
- Anticipate needs and appropriately act upon requests independently.
- Work with a high level of organization both electronically and in physical formats.
- Establish and maintain positive, collaborative and cooperative working relationships with both internal and external stakeholders, including communicating consistently with tact and courtesy.
- Develop and implement office procedures to assure complete and timely operations, as well as create office forms that facilitate work flow.
- Maintain high ethical standards for all work activity, prioritizing work and multitasking to maximize efficiency and productivity of self and others.
- Meet changing deadlines and timelines for work completion
- Manage complex data systems and spreadsheets with a high degree of accuracy, including written, numeric and calculated data.
- Adjust to changing work conditions and timelines in a fast-pace environment, maintaining absolute confidentiality of work-related information.
- Consistently demonstrate strong aptitude, high energy and interest in learning.

Physical Requirements (Consideration will be given to reasonable accommodation for the following physical requirements.)

- Sufficient vision to read printed materials;
- sufficient hearing to conduct in-person and telephone conversations;
- sufficient mobility to move about the county office and other sites as may be required;
- ability to speak in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone, and to address groups of varying sizes;
- physical and emotional stamina to cope with sometimes stressful situations and conditions;
- ability to lift up to 40 pounds.

Range 40

Personnel Commission Approved : 06/12/2018