

Humboldt County Office of Education

ADMINISTRATIVE ASSISTANT III
OFFICE OF THE SUPERINTENDENT
Confidential

Position Summary

Under general direction, serves as lead confidential assistant to the Humboldt County Superintendent of Schools and as recording secretary to the Humboldt County Board of Education; provides coordination of administrative and fiscal Communications Center services support; assists with varied and complex clerical tasks involving superior judgment, discretion and confidentiality. Assists with completion of administrative tasks often involving extensive contact with members of the public, local school district officials, and state representatives.

Examples of Duties and Responsibilities

Independently composes correspondence and prepares travel on behalf of the County Board of Education and the County Superintendent, as well as Cabinet and Leadership Council support; provides collective bargaining and union communications support; prepares agendas, records actions, and composes minutes for Board meetings and for other meetings as requested by the Superintendent; maintains procedures manual and board policy manuals and online texts; serves as a liaison among Board, Superintendent, other administrators and personnel; maintains job description revisions for management and non-represented personnel and web page posting support; researches and compiles data on assigned projects and topics, including legal research and advocacy communications; develops and provides technical support for administrative and fiscal presentations; provides department web page monitoring and routine updating; coordinates and disseminates HCOE Happenings newsletter; maintains routine HCOE federal grant registry; documents mandated costs; represents the interests of the County Superintendent of Schools at all times; maintains the Superintendent's appointment calendar; receives and screens telephone calls, visitors, and inquiries from the public which often requires answering a variety of questions with considerable tact and judgment; maintains correspondence and confidential files; coordinates the work of other clerical staff within the Superintendent's Office and may be called upon to direct the work of all other clerical staff employed by the county office; and does related work as required or assigned.

Employment Standards

Education and Experience

Any combination of education experience equivalent to graduation from an accredited college and/or business school, or five years of progressively responsible secretarial experience, preferably including three (3) years in an educational or executive office setting.

Knowledge of:

- Letter and report writing using appropriate style, grammar and punctuation;
- Education organization, policies, procedures and politics;
- Office etiquette, practices and procedures and all forms of office technology;
- Text and graphics processing software of a moderate to semi-complex nature;
- Internet and e-mail and similar online programs.

Ability to:

- Be sensitive and responsive to political nature of the elected Office of the Superintendent;
- Demonstrate initiative and self-reliance in approaching routine/non-routine office tasks;
- Exercise mature judgment and diplomacy in dealing with complaints and concerns from members of the public;
- Perform responsible secretarial work requiring independent judgment with speed and accuracy;
- Make arithmetical calculations;
- Interpret procedures to other departments and offices and be able to prepare new, more efficient procedures;
- Take accurate minutes of public meetings and personnel hearings as necessary;
- Produce accurate written materials in proper format and with efficiency;
- Prioritize and manage multiple tasks to meet specific deadlines;
- Coordinate conferences and meetings for large groups, including scheduling of facilities, coordinating calendars, meal arrangements, etc;
- Utilize all modern office technology efficiently and effectively;
- Assemble complex data and information and prepare reports;
- Use proper English with correct grammar, spelling and punctuation;
- Maintain effective relationships with administrators, Board members, district and department personnel, other employees, government officials, and the public;
- Work flexible hours that may include occasional evenings and Saturdays.

Additional Requirements

Persons serving as Administrative Assistant III must be able to maintain professional effectiveness and personal demeanor even during peak workflow periods and within often-restrictive production time schedules. At all times the Administrative Assistant to the Superintendent must possess a high degree of competence and perform all duties with tact and courtesy.

Individuals who serve as confidential personnel must be willing to modify days/hours and to work additional days/hours on occasion with appropriate compensation and be willing to travel using own transportation with mileage reimbursed, or county office fleet vehicle, as the job may require.

CLASS: 3

GTE:gb 12/23/15