

**THE HUMBOLDT COUNTY OFFICE OF EDUCATION
PERSONNEL COMMISSION**

**November 01, 2023
5:00 PM**

Humboldt County Office of Education – The Annex
901 Myrtle Ave., Eureka, Ca. 95501

SPECIAL SESSION AGENDA

1.0 CALL MEETING TO ORDER/ROLL CALL

2.0 PUBLIC COMMENT (Five minute limit)

3.0 ACTION ITEMS

3.1 New Job Description – Corey Weber and Colby Smart

**3.1.1 (Split) Department Secretary – Community Outreach & Engagement and
Sequoia Conference Center**

4.0 ADJOURNMENT

RECOMMENDATION FOR PERSONNEL COMMISSION ACTION

AGENDA ITEM: 3.1.1

DATE OF MEETING: 11/01/2023

JOB TITLE:

NEW *Modified* *Second reading*

Department Secretary - Community Outreach and Engagement and Sequoia Conference Center

DEPARTMENT/PROGRAM

Community Outreach and Engagement Department

Sequoia Conference Center

BACKGROUND INFORMATION

The Community Outreach and Engagement Department has not had clerical support in the past. The duties were distributed among department staff. As invoicing, revenues, payables, clients and work orders have increased, we need someone to support these activities so staff can increase the work in their main priorities.

Sequoia Conference Center had a shared Department Secretary with Transportation however, due to the needs of the Transportation Department, the hours could not be flexible. With Sequoia Conference Center and Community Outreach and Engagement responsible for many events in the Sequoia Conference Center, having a shared Department Secretary with flexibility will help both departments thrive.

RANGE/SALARY

Range 6

**DEPARTMENT SECRETARY - COMMUNITY OUTREACH AND ENGAGEMENT AND SEQUOIA
CONFERENCE CENTER**
Classification: Classified

POSITION SUMMARY

Under general supervision by department managers, the Department Secretary will perform various complex secretarial duties requiring diligent exercise of judgment and initiative. Serves as clerical support for both the Community Outreach and Engagement Department and the Sequoia Conference Center, while receiving and transmitting telephone and other communications. Maintains fiscal records, accounts payable/receivable and purchase orders for both departments. Assists with mailroom for the Humboldt County Office of Education (HCOE). Performs duties requiring diligent exercise of judgment and initiative. This is a classified 12-month position.

DISTINGUISHING CHARACTERISTICS

This is a unique position that serves as Department Secretary to two different departments at HCOE. It requires flexibility to transition from one department to the other mid-way through each work day and to work independently, as well as within a team, depending on the events of the day. The right candidate will have a positive attitude and the ability to stay calm and practice good judgement under pressure.

SUPERVISION RECEIVED AND EXERCISED

This position is supervised by the Community Outreach and Engagement Director and the Sequoia Conference Center Manager.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

Duties and responsibilities may include, but are not limited to, the following:

- Prepares correspondence and memos from verbal instructions or notes; independently composes inquiries and/or replies.
- Initiates orders of materials upon request and maintains record of purchase orders, invoices and expenses.
- Prepares travel authorizations and expense claims and arranges travel and transportation for program staff.
- Prepares contracts and service agreements.
- Proofreads print and digital communications.
- Serves as backup to print shop when needed.
- Serves as backup for event set up/clean up at Sequoia Conference Center.
- Answers phones and takes detailed messages in absence of department lead.
- Answers phones for the HCOE receptionist during the receptionist's lunch hour.

- Answers guest questions about venue and rental procedures.
- Manages event support services, including facility bookings, catering arrangements and/or beverage support, preparation of materials and attendance tracking.
- Establishes and creates custom layouts for events.
- Schedules appointments for event committee meetings.
- Performs complex work requiring an elevated level of quality and accuracy, including the preparation of legal contracts, staff payroll, invoices, account receivables, vendor contracts and program reports.
- Assists in budget preparation and the monitoring of expenditures for travel, supplies, mileage, purchase orders, etc.
- Handles and distributes mail for the organization in the absence of the HCOE receptionist.

QUALIFICATIONS

Knowledge of:

- Receptionist and telephone etiquette techniques.
- Modern office terminology, procedures and office applications, including Google and Microsoft Office.

Ability to:

- Work independently.
- Communicate with tact and courtesy.
- Learn technological systems, including but not limited to, Room Booking, Comm(unication) Center Work Orders and Fiscal systems.
- Respond to routine and non-routine inquiries.
- Adapt to changing work demands.
- Work under varying degrees of stress, including regular interruptions from staff and members of the public.
- Use varied computer skills, including word processing, spreadsheets, database management and graphics programs.
- Use professional English, grammar, spelling, vocabulary and punctuation.
- Organization of files and records.
- Establish and maintain effective working relationships with a variety of individuals and groups.
- Read and comprehend fine print such as contracts, spreadsheets and texts.
- Complete basic printing jobs.
- Communicate effectively via telephone, computer-based communications platforms and in person.

EDUCATION AND EXPERIENCE

Minimum Required:

- Graduation from high school or demonstration of comparable basic skills and competency and at least 3 years of progressively responsible clerical and recordkeeping experience.

Preferred:

- Previous school site or education program experience desirable. Bilingual in Spanish desirable but not required.

WORKING CONDITIONS (WORK ENVIRONMENT)

- Ability to work in collective and collaborative working environment in a shared office space.
- Work is performed in a busy, sometimes noisy, office environment.
- Frequent use of email and messaging communication systems.

PHYSICAL DEMANDS

- Stand, sit and/or move about for sustained periods indoors.
- Move about in non-traditional instructional environments, such as areas of the community.
- Daily oral and written communication.
- Speaking and hearing ability to sufficiently hear over the phone and carry-on routine conversations and to address groups of varying sizes.
- Physical and emotional stamina to cope with sometimes stressful situations and conditions.
- Operating a computer, calculator, copier and other equipment that involves repetitive arm and hand movements.
- Hand-eye-arm and finger dexterity.
- Visual acuity sufficient to recognize people, words and numbers.

OTHER REQUIREMENTS

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by HCOE prior to employment.
- TB testing and/or risk assessment will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- May be required to obtain first aid and CPR certificates within the first 6 to 12 months of employment.
- May be required to drive with or without students; some positions may require a California driver's license, proof of insurance and possible participation in the DMV PUII Notice Program once employed.

Range 6

PC Approved: