

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE MANAGER

BASIC FUNCTION:

Under the direction of the Superintendent, perform complex, highly responsible and confidential executive assistant duties to relieve the Superintendent of a variety of administrative details; plan, coordinate and organize office activities, public relations and flow of communications and information for the Superintendent; attend Board meetings and prepare related agenda items and minutes; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform highly responsible duties as the primary and confidential executive assistant to the Superintendent, relieving the Superintendent of a variety of administrative details; plan, coordinate and organize office activities for the Superintendent; maintain confidentiality of privileged and sensitive information. Exercise a high degree of independent judgment within the general direction given by the Superintendent.

Supervise, train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures.

Formulate and direct the clerical and secretarial policies and practices of the support staff assigned to the administrative division of the office. Facilitate regular staff meetings with the Executive Assistants.

Manage the procedures associated with the election requirements of all local school districts and the County Office of Education as required by statute.

Participate in a variety of other assigned activities such as coordinating staff development activities and assisting with special committees.

In consultation with the Superintendent, develops, submits, manages and monitors the Superintendent's budget and assures that spending does not exceed established limitations.

Coordinate flow of communications and information for the Superintendent; interpret and provide detailed and technical information to officials, staff, parents, outside organizations, school districts and others concerning assigned office functions and County Office operations, activities, schedules, meetings, events and related laws, regulations, policies and procedures.

Provides primary support and assistance to the County Committee on School District Organization in its legal role. Exercises independent judgment regarding advice to school districts and the Committee.

Coordinate and schedule various appointments and meetings between the Superintendent, Board members, administrators, staff, outside agencies and the public; assure Superintendent has appropriate materials for meetings; follow up on meeting results to assure appropriate response; make travel arrangements and reservations; maintain and coordinate the Superintendent's calendar.

Provide secretarial support to the Board; attend Board and a variety of other meetings; compile information, assemble materials and develop agenda items for Board meetings; record, transcribe and distribute minutes; update records and prepare reports in response to Board resolutions, actions and directives concerning County Office operations, policies, procedures and administrative regulations.

Prepare correspondence independently on a variety of matters including those of a confidential nature; compose and

type various letters, agenda items, forms, reports, memoranda, bulletins, lists, handbooks, charts, presentations and other materials; format, edit, proofread and revise written materials; assure agenda items and other documents contain required materials.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the Superintendent by phone or written communication; resolve issues for the Superintendent as needed; refer major issues and conflicts to the Superintendent.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process and distribute a variety of forms and applications related to assigned functions; duplicate materials as necessary.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, budgets, reimbursements and assigned duties; establish and maintain filing systems; schedule and arrange for microfilming, storage and purging of files as appropriate.

Perform research and prepare information for special projects on behalf of the Superintendent; attend to administrative details on special matters as assigned; assist with monitoring legislation affecting the County Office.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer and assigned software; drive a vehicle to conduct work.

Communicate with administrators, staff and a variety of outside agencies to coordinate activities, exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.

County Office organization, operations, policies and objectives.

Applicable laws, codes, regulations, policies and procedures.

Current office practices, procedures and equipment.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Policies and objectives of assigned programs and activities.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Public relations techniques.

Operation of a computer and assigned software.

ABILITY TO:

Perform complex, highly responsible and confidential executive assistant duties to relieve the Superintendent of a variety of administrative details.

Plan, coordinate and organize office activities, public relations and flow of communications and information for the

Superintendent.

Train and evaluate the performance of assigned personnel.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Understand and resolve issues, complaints or problems.

Type or input data at 65 words per minute from clear copy.

Ability to transcribe dictation.

Operate a variety of office equipment including a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Assure efficient and timely completion of office and program projects and activities.

Analyze situations accurately and adopt an effective course of action.

Plan and organize work.

Meet schedules and time lines.

Prioritize and schedule work.

Work independently with little direction.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and two years of administrative support experience. One year of additional increasingly responsible and relevant experience may be substituted for one year of education towards the Bachelors degree, up to a maximum of four years.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Physical agility to lift 15 lbs to shoulder height.

Lifting, carrying, pushing or pulling light objects.

| | |
|----------------------|---|
| Grade Allocation: 27 | Accountability of time: Director of Dept/Division |
| Adopted: 7/1/04 | Tasks assigned by: Director of Dept/Division |
| Revised: | Evaluated by: Director of Dept.Division |
| | Hiring authority: Director of Dept/Division |