

## **ADMINISTRATIVE SPECIALIST**

### **JOB SUMMARY:**

Under general supervision, plans, coordinates and schedules District employees, independent contractors, classes, workshops, programs and events related to a District program or department with specialized project/program coordination needs.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the Administrative Secretary in that the latter supports the administrative needs of an entire division led by an Assistant/Associate Superintendent or Personnel Commission. This classification is distinguished from the School Office Manager and Sr. Secretary in that the Administrative Specialist provides more specialized, technical-level support in project/program management requiring more knowledge or experience with specific subject matter. Finally this classification is distinguished from the management level Project Liaison in that the latter is responsible for more autonomous, higher-level, management decision making with the project, program, and/or department.

### **SUPERVISION RECEIVED AND EXERCISED**

The Administrative Specialist reports to a Department Director, Program Coordinator, or other administrator as assigned. This class does not exercise supervision over other positions but serves as a technical or project lead to assigned office staff within the department or program.

### **EXAMPLES OF DUTIES** – Duties may include, but are not limited to the following:

- Plans, coordinates and schedules District employees, independent contractors and teachers to lead and teach various classes, workshops, programs, events and projects as part of a District program or department with specialized project coordination needs, which may include supporting a variety of curriculum, educational, and afterschool programs, student support services, information technology and business services initiatives, or other administrative and human services department needs;
- Coordinates the hiring and initial onboarding process for independent contractors which includes fingerprinting, contract acknowledgement and signing, insurance coverage and liability, etc.;
- Serves as a liaison between independent contractors and various stakeholders (e.g., district administrators, school principals and office managers, and classroom teachers) to address and handle a variety of issues or concerns (e.g., late arrivals, absences, finding replacements, and rescheduling classes and workshops) as necessary;
- Schedules and arranges the logistics for various program-related classes, activities, and events (e.g., field trips to museums and labs, student stage performances, grant-funded activities, District-wide events, community-sponsored art concerts, performances and dinners and family art nights) which includes transportation between school sites, venues and other locations, scheduling additional staffing, creating advertisements, posters and promotions, securing required equipment and materials, filling out and submitting appropriate forms, etc.;
- Coordinates, tracks and oversees related grant funds and budgets and the grant process for the program, foundation, or department;
- Assists in preparing, monitoring and allocating the department's budget and funds between accounts for the related program;
- Prepares and processes invoices, purchase orders, reimbursements and donations;
- Manages, anticipates and orders supplies, materials, instruments and other items for the District's related program;
- Perform other related duties as assigned.

## **EMPLOYMENT STANDARDS**

**Education:** Graduation from high school or GED is required. Formal college coursework or verifiable training in a field related to the knowledge and ability requirements of this classification from an institute of higher learning recognized by the Council for Higher Education Accreditation is preferred.

**Experience:** Three (3) years of clerical experience that involves planning, coordinating and scheduling activities, events and related staff is required.

- One (1) of the required three (3) years must have been in a secretarial capacity.
- Some experience with job relevant subject matter related to the program or department in need, in an educational setting, is desirable.

### **Knowledge of:**

- Principles, techniques and practices of coordinating and scheduling activities, events and related staff;
- Principles, practices and methods of processing and hiring independent contractors and related staff;
- Modern office practices and procedures including filing systems, and telephone techniques and etiquette;
- Principles, techniques and practices for data collection, analysis and presentation;
- Applicable federal, state, and local laws, District policies, regulations, processes, procedures, protocols and rules;
- Principles, practices, methods and techniques of budgeting;
- Interpersonal skills using tact, patience and courtesy;
- Practices of excellent customer service;
- Principles, practices and methods of report writing;
- Formal English grammar, spelling, punctuation and word usage;
- Principles, regulations, rules and practices of workplace safety;
- Basic arithmetic;
- Applicable computer software applications and programs including Microsoft Office Suite and computerized database management and systems.

### **Ability to:**

- Effectively plan, coordinate, schedule and prioritize program-related activities, classes, workshops and events, and ensures appropriate placement of independent contractors and staff for the program;
- Effectively manage and coordinate the hiring process of independent contractors;
- Effectively research and maintain financial numerical records and other information as part of ensuring proper funding and budgeting for the District's related program;
- Compile and prepare clear and concise reports, summaries and presentations;
- Learn, understand, adhere and keep-up-to-date with applicable federal, state, and local laws, regulations, policies, procedures, standards, codes and rules;
- Work independently and effectively with minimal supervision;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;
- Exercise discretion and logical judgment in choosing appropriate courses of action;
- Define issues, analyze problems and situations, evaluate alternatives and arrive at sound solutions;
- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including administrators, District personnel and staff;

- Take initiative;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers, and provide excellent customer service;
- Effectively keep relevant stakeholders and others informed and apprised of necessary information;
- Communicate clearly and effectively, both orally and in writing with district/site staff, educational partners, contractors, and community members
- Perform mathematical calculations with speed and accuracy;
- Operate a variety of office equipment and utilize various computer software applications (e.g., Google Drive, Microsoft Suite) and programs for database management and preparing schedules, correspondences, brochures, flyers and budgets;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

**License:**

- Possession of a valid Class C California Driver’s License and/or the ability to travel between job sites is required.

**PHYSICAL STANDARDS**

*The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully to enable individuals to perform the essential functions of this specific position.*

**Work Environment:** The incumbent works in an office environment. The incumbent is in direct contact with the public, independent contractors and other employees through telephone, electronic mail and in-person; this requires the ability to effectively manage a high volume of work in a fast-paced work environment despite constant interruptions and appropriately respond to crisis and emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be exposed to contagion or infection due to the nature of interactions with others. The noise level in the incumbent’s work environment is usually moderately quiet.

**Physical Demands:** Primary functions of the position require physical ability and mobility to work in an office setting as follows: to regularly sit for extended periods of time; to occasionally stand, walk, stoop, kneel, and twist; to regularly reach and bend at, below and above shoulder level; to independently and occasionally lift, move, push, and pull objects up to fifty (50) pounds without assistance; to regularly operate office equipment requiring the use of hands, fingers, repetitive hand movements, and fine coordination to operate a keyboard and other office equipment; to see within normal visual range and hear within normal audio range with or without correction; to effectively communicate orally and in writing to exchange information with others. Regular physical attendance at work is an essential requirement of this job classification.

*The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.*

Administrative Specialist <b>Personnel Action</b>	<b>Personnel Action Date</b>
Approved by the Personnel Commission:	07/15/2019
Revised by the Personnel Commission:	8/24/2021; 11/29/2022