

JOB DESCRIPTION

(9106)

Job Summary:

The job of Administrative Support Specialist - Migrant was established for the purpose/s of performing a wide variety of complex and responsible clerical and fiscal activities in support of one or more area administrators within the migrant education program and performs related work under general supervision as required.

Job Title: *Administrative Support Specialist - Migrant*

Essential Functions:

- ▶ Collaborates with one or more area administrators to coordinate work schedules, activities and project assignments for the purpose of ensuring that all deadlines are met.
- ▶ Creates/Maintains data bases and spreadsheets for the purpose of collecting, organizing, charting, graphing and reporting on student data and the delivery of migrant services to districts.
- ▶ Establishes/Maintains effective professional working relationships with a variety of individuals from varying social and economic communities for the purpose of understanding their needs and providing appropriate services.
- ▶ Maintains a variety of files and records for the purpose of capturing and documenting the delivery of migrant services to districts.
- ▶ Maintains a variety of fiscal records, including but not limited to, purchase requisitions and orders, invoices, and claims by area and district for the purpose of ensuring that the collection, posting and accounting of individual district expenses and budgets are within program requirements.
- ▶ Maintains a working knowledge of community resources and social service providers for the purpose of assisting and referring families.
- ▶ Maintains assignment schedules and calendars of short-term staff by area and districts in collaboration with area administrators for the purpose of ensuring efficient delivery of services to children and families.
- ▶ Maintains student files, records, data and assessment information for the purpose of meeting migrant education program goals and objectives.
- ▶ Operates standard office machines including a personal computer, copier, printer, fax, calculator, scanner, laminator, etc. for the purpose of completing essential functions.
- ▶ Prepares letters, memos, reports, bulletins, flyers, staff handbooks, questionnaires, requisitions, various forms, i.e., time sheets medical, orientation letters, and packets of information for the purpose of communicating with employees and the general public, and to have written documentation of information.
- ▶ Processes (receives, sorts, distributes) mail, purchase orders, transportation requests, etc. for the purpose of providing timely and accurate distribution.
- ▶ Receives inquiries, by telephone and in person, from visitors, co-workers, outside agents, clients, and parents for the purpose of furnishing information and referring to the proper sources.
- ▶ Researches rules, regulations, handbooks, manuals, publications and directories of private and public agencies for the purpose of determining services that may be available to migrant children and families.
- ▶ Tracks/Inventories equipment, materials and resources in collaboration with peers for the purpose of ensuring an adequate supply across the program areas.
- ▶ Translates letters, memoranda, forms, plans, reports and file systems including electronic methods for the purpose of effectively communicating with migrant children and families.

Skills, Knowledge and/or Abilities Required

- ▶ **Skills to:**
 - type at a speed of 45 net words per minute from clear copy;
 - independently plan, organize, coordinate, support and assist with ongoing and changing projects;
 - compile reports and records using a variety of methods (charts, graphs, spreadsheets);
 - maintain basic financial record keeping systems;
- ▶ **Knowledge of:**
 - basic bookkeeping processes and procedures;
 - Migrant Education policies, procedures and practices is desirable;
 - personal computers, electronic mail systems and networks;
 - Tulare COE policies and procedures;
 - correct English word usage, spelling, grammar and punctuation;
 - office and records management;
- ▶ **Ability to:**
 - speak, read and write Spanish is preferred;
 - travel, locally, using own vehicle;
 - perform routine repetitive tasks to completion;
 - attend in-service trainings, meetings, classes, and conferences;
 - use computers to update and create correspondence, retrieve financial information, use electronic calendars, store and retrieve documents and other word processing applications;
 - transcribe (either by machine, shorthand, computer);
 - understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations;
 - perform secretarial work with speed and accuracy.

Responsibilities include: working with immediate supervision; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 15% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Four years of responsible secretarial experience which includes basic financial record keeping.

Education Required:

- ▶ High school diploma or the equivalent.
- ▶ Community college and/or vocational school degree with emphasis in business, accounting or administrative support is preferable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing certificate verifying 45 net words per minute.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

May 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.