



EL TEJON UNIFIED SCHOOL DISTRICT

Sara Haflich
District Superintendent

Mountain Communities Family Resource Center

- POSITION:** Program Administrative Assistant
- HOURS:** 18.75 hours per week/12 months
- SALARY RANGE:** #14 \$14.673 to \$18.03 per hour
- QUALIFICATIONS:** See attached job description
- SELECTION PROCESS:** Qualifications and suitability for the position will be assessed in an oral interview.
- APPLICATION PROCEDURE:** Interested personnel should submit an application and resume to Sara Haflich by Friday, April 26, 2019.

El Tejon Unified School District

Program Administrative Assistant
Job Description

Under the general direction of the assigned supervisor, to perform complex and specialized functions; to serve as an assistant to an administrator; providing relief from administrative and clerical detail; to assist in the organization and coordination of the staff activities of the assigned office; maintain positive community relations; other related work as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

Principles, methods, techniques, and strategies of staff coordination and organization;
Client confidentiality and privacy laws;
Modern office methods and equipment;
Data collection management, storage, and retrieval systems;
Receptionist and telephone response techniques;
Letter and report writing, and proofreading

Ability to:

Effectively perform complex administrative activities and oversee and have knowledge of legal mandates, policies, regulations and operational procedures;
Prepare clear and comprehensive reports;
Learn, interpret and apply complex policies, administrative regulations and operational procedures;
Plan, organize and coordinate the work of others;
Type and operate various office equipment;
Communicate effectively in oral and written form;
Make mathematical calculations with speed and accuracy;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience & Education:

Three years of office experience, including one year in a responsible or lead capacity. Two years experience with grant funded programs, including data collection, and budget functions. Equivalent to the completion of twelfth grade, supplemented by training or coursework in business-office management, organization, planning, or technical skills areas.

ESSENTIAL FUNCTIONS OF THIS POSITION:

1. Ability to demonstrate high ethics and morals.
2. Serves as an office management aide dealing with a variety of sensitive, confidential, and privileged matter.
3. May coordinate and lead the staff activities of the assigned office, including the organization, planning, layout, and development of work accomplishment time lines.
4. Prepare and/or coordinate the preparation of information, data, and budgets requested for administrative review.
5. Attend meetings and conferences as requested, take and transcribe notes into summary form.
6. May take and transcribe correspondence, memoranda, reports, and other communicative forms which include technical terminology and require a familiarity with legal mandates, policies, regulations and operational procedures affecting the Director's functional responsibilities.
7. Interprets policy, program regulations and operational procedures to those persons contacting assigned office either by telephone or through personal visitation.
8. Acts as a receptionist and office management aid to the assigned supervisor, including the answering of routing inquiries and correspondence, maintaining an action calendar, scheduling appointments, conference and meetings and a variety of other details.
9. Establishes and maintains complex alphabetical, numerical and subject matter files which may include

Program Administrative Assistant Job Description

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sensitive, confidential and privileged data.

- 10. Coordinates, organizes, and provides technical input into the performance evaluation of office staff.
- 11. Assists with budget planning and expenditure control procedures.
- 12. May perform a variety of functions and tasks related to the enrollment of clients and in preparing materials and records of clients who are participating in the sponsored programs.
- 13. May assist with a variety of personnel management activities, including the preparation of time reports.
- 14. Assist in health insurance application assistance, outreach, and referral, and MediCal Administrative Activities processes when applicable or as directed.
- 15. Incorporated within one or more of the previously mentioned essential functions of this job description are the following physical requirements.

1 = Seldom = Less than 25 percent

3 = Often = 51-75 percent

2 = Occasional = 25-50 percent

4 = Very frequently = 76 percent and above

- 4. a. Ability to work at a desk, conference table or in meetings of various configurations.
- 3. b. Ability to stand for extended periods of time.
- 3. c. Ability to see for a purpose of reading law and codes, rules and policies and other printed matter.
- 4. d. Ability to hear and understand speech at normal levels.
- 4. e. Ability to communicate so others will be able to clearly understand normal conversations.
- 2. f. Ability to bend and twist, stoop, kneel, run, and crawl.
- 2. g. Ability to lift 40 lbs.
- 2. h. Ability to carry 40 lbs.
- 4. i. Ability to operate office equipment.
- 4. J. Ability to reach in all directions.

OTHER RELATED FUNCTIONS OF THIS POSITION

- 1. Other related duties as assigned.

Employee: _____ Date: _____

Authorized Representative: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SALARY RANGE 14