

KERN COUNTY CHILDREN AND FAMILIES COMMISSION

Job Description

Position Title: Administrative Assistant

Appointing Authority: Executive Director

Employment Classification: Non-exempt

Fundamental Objectives - Under the direction of the Executive Director, the Administrative Assistant provides administrative and clerical support to the Executive Director and to the Commission in its mission to promote, support and improve the early development of children from the prenatal stage to five years of age.

Major Duties and Responsibilities:

Provides administrative support to the Executive Director.

Greets the public over the telephone and in person; routes incoming telephone calls to the proper person after determining the needs of the caller; places telephone calls to give or obtain information; meets and assists visitors by answering questions according to established policies; receives, sorts, prioritizes and distributes mail and packages.

Types correspondence, reports, agenda, minutes, memoranda and forms adding and deleting appropriate information and correcting grammar and spelling; types statistical data; compiles and summarizes information, data and statistics for reports; composes routine correspondence from brief instructions; may transcribe dictation into correspondence, reports, memoranda and forms.

Operates personal computer, employing various software systems to accomplish data input, manipulation and output; operates a variety of office machines, such as duplicating, dictating and facsimile machines and electronic calculators; enters information onto and retrieves information from an automated system.

Makes travel arrangements and prepares expense reports; prepares purchase orders and requisitions; maintains office supply inventory; assists in the development and administration of the budget; assists in the administration of contracts and consultant services; updates manuals.

Serves as staff support to the Commission and attends Commission and committee meetings as required; prepares agenda and related materials for the Commission.

Establishes and maintains the Commission's file system; sets up new files; purges information from files.

Negotiates and places orders for office equipment; such as computers, copiers, vehicles and furniture; oversees the maintenance of office equipment and facilities; manages purchasing cards.

Provides administrative support to staff, schedules appointments, takes messages and maintains the master calendar.

Performs other duties as assigned.

Minimum Qualifications:

Two years of college work in an accredited institution with a major or emphasis in Social Work, Early Childhood Development, Health Sciences, Public Administration, Business, or a closely related field.

One year of paid administrative or clerical experience.

Additional qualifying experience may be substituted for the education requirement on a year for year basis.

Ability to transcribe a variety of reports and documents from a dictating machine at a speed of not less than 45 net words per minute; ability to type or perform keyboard skills of not less than 45 net words per minute

Must have a valid California driver's license, acceptable DMV printout, and adequate car insurance coverage.

Special Requirements: Ability to work a flexible work schedule depending on assignments and to travel within and outside the County to attend meetings and conferences.

Knowledge Of:

California Children and Families Act of 1998 (Proposition 10) and local implementing legislation.

Proper business English including spelling, punctuation, grammar and vocabulary; modern office methods and procedures, including business correspondence, filing systems, standard machines and office equipment, reception techniques, report writing and record keeping.

Effective business writing; administration of budgets, grants and contracts; state, county and community political and policy-making processes; effective communication and public presentation methods and skills;

Basic understanding of the principles and practices of public administration and statistical methodology and analysis is desirable.

Ability To:

Gather and analyze data; prepare clear, concise and effective reports and recommendations; analyze problems, consider alternatives, project consequences, draw logical conclusions and adopt appropriate solutions.

Communicate effectively; meet and deal tactfully with the public and others; develop and maintain effective working relationships;

Exhibit initiative, integrity and sound judgment; coordinate multiple activities; work with minimum supervision; maintain confidentiality; organize work, set priorities, meet critical deadlines and follow up on assignments; understand and follow oral and written instructions;

Understand, interpret and apply pertinent provisions of laws, rules, policies, procedures, legislation and other instructions;

Use a personal computer or other automated equipment and up-to-date software programs; use the Internet and related technology to do research, to exchange information, to update on-line websites and to perform other related tasks.

Follow safe work practices as directed and trained.

Health Requirements: Completion of physical and substance abuse screening may be required by the Commission upon employment.

Salary Range: *Refer to Salary Step Schedule*

To Apply: Please submit your resume to: Executive Director
First 5 Kern
2724 L Street
Bakersfield, CA 93301

Adopted 11/03/99
Revised 4/3/02
Revised 4/2/03
Revised 3/6/04
Revised 6/04/08
Revised 5/19/10