

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: ADMINISTRATIVE ASSISTANT I, BILINGUAL

BASIC FUNCTION:

The Administrative Assistant I - Bilingual provides complex and administrative support to an assigned department. The position supports departmental functions and procedures, prepares and maintains a variety of manual and automated records, documents, and supports the preparation and approval process for contracts, service agreements, and purchases, and ensures efficient operation of support functions. The position also provides translation and interpretation services necessary for the delivery and maintenance of program services. The position provides other administrative support as required to implement department program services to the community in both English and Spanish.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Compiles data from a wide variety of sources (e.g., teacher information and consent forms, training surveys, timesheets, calendars, expenditures/budget, grants, internet research, etc.) to prepare reports, make recommendations, and preparing information for assigned supervisor (s) in English or Spanish.

Coordinates a wide variety of projects, functions, and components (e.g., meeting processes, workshops, and trainings, minutes, in-service events, travel and accommodations, COE training sessions, support to other department Administrative Assistants, etc.) to support the implementation of department activities.

Inputs various data and information into assigned software systems and databases (e.g., invoices, requisitions, purchase orders, participant data, etc.) to document activities, provide written reference, and convey information.

Maintains a wide variety of manual and electronic documents, files, and records (e.g., memoranda of understanding, program web-pages, budget data, employee records, financial records, reports, appointment, and activity schedules and calendars, flyers and communications to external entities, etc.) to ensure optimal communication to the public, provide up-to-date information and historical reference in accordance with established administrative guidelines and supervisory assignment.

Monitors a wide variety of activities (e.g., program contracts and program components, meeting arrangements, account balances, office inventory, work order status, etc.) to achieve goals and meet target dates in compliance with established guidelines and supervisory requirements.

Operates a variety of office equipment (e.g., copier, fax, current software applications, etc.) to provide necessary administrative support.

Oversees mail (e.g., receiving, sorting, and distributing mail, bulk mailings, etc.) to provide necessary routing and reception of departmental mail items.

Participates in various types of meetings, workshops, and training to provide or receive information, recording minutes, and supporting the needs of the attendees in English and Spanish.

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Prepares various types of materials (e.g., inter-office and external communications, memoranda, bulletins, labels, fliers, requisitions, contracts, invoices, flyers, newsletters, etc.) to ensure optimal departmental operation in English and Spanish.

Procures supplies and materials to maintain the availability of required inventory.

Provides administrative support (e.g., performing public relations and communication services, screening and routing telephone calls, scheduling and arranging appointments, contacting partner agencies for information, etc.) to ensure optimal communication on behalf of coordinators and managers.

Provides simultaneous Spanish interpretation (e.g., on an as-needed basis during trainings, conferences, and meetings, etc.) to ensure optimal bi-lingual communication and understanding.

Receives visitors (e.g., administrators, staff, parents, public citizenry, etc.) to provide information or direct to appropriate personnel in English or Spanish.

Schedules a wide variety of activities (e.g., appointments, meetings, travel reservations/accommodations, facility usage, etc.) to make necessary arrangements for assigned coordinators, managers, and specialists.

Translates forms and materials from English to Spanish (e.g., for professional development, evaluation processes, data collection, program fliers, etc.) to ensure adequate communication with external partner.

Updates program web pages (e.g., regularly maintains web pages, etc.) to ensure optimal communication with the public in English and Spanish.

OTHER DUTIES:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications (Knowledge, Skills, and Abilities)

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

Required to perform basic math calculations using fractions, percents, and/or ratio.

Read a variety of manuals in English and translate in Spanish.

Write documents following prescribed formats, and/or present information to others in Spanish.

Concepts of correct grammar and punctuation in English and Spanish.

Basic bookkeeping principles.

Excellent business telephone etiquette to answer, screen, and reroute telephone calls.

Excellent customer service and interpersonal skills.

Applicable office software and standard office practices.

Job-related codes/laws/rules/regulations/policies.

Practicing cultural competency while working collaboratively with diverse groups and individuals.

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SKILLS:

Perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment including pertinent software applications.

Ability to communicate effectively in reading, writing, and orally in English and Spanish.

Planning and managing projects independently.

Performing basic bookkeeping and record keeping.

Applying job-related codes, regulations and laws.

Proficiency in MS Word, Excel, Power Point, Adobe Acrobat required. to create and develop registration and presentation materials.

Maintaining and updating the website in English and Spanish.

Excellent attention to details to compose correspondence and written materials independently or from oral instructions or provide assistance to parents or families to address their concerns or immediate needs.

ABILITY TO:

Schedule activities or events.

Gather and/or collate data.

Flexibility is required to work with others.

Operate equipment using a variety of standardized methods.

Problem solve to identify issues and create action plans.

Problem solve with data requires independent interpretation of guidelines.

Meet deadlines and schedules, and set and adapt to changing work priorities

Analyze issues and determine appropriate course of action.

Dealing with frequent interruptions.

Display tact and courtesy.

WORKING CONDITIONS:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. Occasionally, work performed on weekends

EDUCATION AND EXPERIENCE:

Experience: Three (3) years of clerical or secretarial experience involving frequent public contact.

Education: A combination equivalent to: Graduation from high school or Equivalency

Special Requirements: The ability to communicate effectively read, write, and verbally in English to translate to Spanish. Applicants must successfully pass the bilingual/biliterate examination.

Approved by Personnel Commission:

May 19, 2021

San Mateo County Office of Education