

Solano County
Office of Education

JOB TITLE: Administrative Services Manager

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To provide a wide variety of complex and responsible administrative and support functions for the County Superintendent/County Board.

JOB REQUIREMENTS AND QUALIFICATIONS

Passing score on Solano County Office of Education clerical tests.

Ability to type accurately at 50 words per minute.

Ability to take and transcribe dictation accurately.

Knowledge of proper office procedures, practices, and principles.

Knowledge of policies and procedures for the Solano County Office of Education and the Board of Education.

Ability to communicate in both oral and written form to include knowledge of proper English usage, vocabulary, spelling, grammar, and punctuation.

Ability to work independently.

Ability to compose letters, memos, etc., independently.

Ability to compile and maintain accurate and complete records and reports.

Ability to interpret and apply administrative and departmental policies and regulations.

Ability to relieve the superintendent of technical and routine administrative duties.

Ability to prioritize and supervise the work of others.

Ability to establish and maintain effective work relationships with fellow staff members, administrators, teachers, Board members, outside agencies, and the general public.

Ability to operate a variety of office equipment.

This work consists of complex, responsible clerical and administrative duties at a supervisory level within a classification series.

EXAMPLES OF DUTIES

Provides information regarding the County Office/Board policies, procedures, and services.

Provides information and assistance to staff, school districts, and the general public.

Composes and types a wide variety of reports, correspondence, bulletins, memos, etc., independently or from oral directions.

Assists in coordinating communications with the County Office, districts, and other agencies as needed.

Assists in preparation and monitoring of assigned budgets.

Coordinates school board elections and vacancies for county and district boards, including monitoring election calendar and preparing notice of election/ resolutions.

Coordinates expulsion hearings and inter-district appeals to include reviewing procedures with parents/guardian and following up with district/parents and scheduling hearings.

Serves as filing officer for Conflict of Interest Statements, Campaign Statements, Roster of Public Agencies, etc.

Prepares and distributes agendas for the superintendent, the County Board of Education, various committees, and other meetings as assigned.

Takes and transcribes dictation.

Attends meetings and conferences, prepares minutes, and summaries of action taken.

Develops and maintains various forms, work sheets, filing systems, reports, etc.

Maintains district/county boundary and trustee area boundary maps.

Assists in a variety of division operations, performing special projects and assignments as requested.

Maintains various records, types necessary correspondence, and performs general secretarial tasks for Board of Education and other committees as assigned.

Schedules appointments, meetings, etc., and maintains calendar for superintendent and coordinates Board activities, exercising considerable discretion in committing time.

Arranges conferences, workshops, or travel accommodations for superintendent or Board members' attendance.

Supervises the operations and functions of the department and duplicating services personnel.

Directs, prioritizes, and coordinates the office workflow, its maintenance, supplies, and equipment.

Formulates and institutes secretarial/clerical procedures and systems.

Coordinates information collection/publication for the SCOE Directory.

Coordinates collection of district/county office information for the state directory.

Receives and sorts superintendent's mail distributing to another unit when appropriate.

Coordinates mail/postage handling and transferring of charges.

Serves as a member of the Management Advisory Council of the Solano County Office of Education.

Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited supervision within a broad framework of policies and procedures. Directly responsible to the County Superintendent.

SUPERVISION EXERCISED

Employees in this classification supervise personnel within operational unit.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing(15%)

Walking(15%)

Sitting(70%)

Body Movement (Frequency):

None (0)

Limited (1)

Occasional (2)

Frequent (3)

Very Frequent (4)

Lifting – lbs.(0-40)

Lifting(2)

Bending(3)

Pushing and/or

Reaching

Kneeling or

Pulling Loads(1)

Overhead(2)

Squatting(3)

Climbing Stairs(2)

Climbing Ladders(0)