

Job Summary:

The job of Secretary, California Friday Night Live Program (CFNLP) was established for the purpose/s of providing support to the administrator, staff and state-wide Friday Night Live counties by performing a variety of specialized and complex secretarial tasks involving a high degree of responsibility to ensure the administrative and technical support of fifty-six county FNL programs.

Essential Functions:

- ▶ Arranges travel for the administrator, staff, and FNL counties for the purpose of ensuring that appropriate travel plans are made and there is allowable expenditure reimbursement.
- ▶ Coordinates all of the necessary arrangements for state-wide conferences and training workshops for the purpose of securing appropriate locations, meeting spaces, food and other amenities.
- ▶ Disseminates notes of meetings to participants for the purpose of ensuring the accuracy of information.
- ▶ Maintains the calendar, meetings and conference call scheduling for the purpose of ensuring the timely completion of program objectives.
- ▶ Processes registration billing and receiving fees for the purpose of recording income and account records.
- ▶ Receives/Responds to written, oral and electronic communications from FNL counties and grantors for the purpose or providing critical information on a timely basis, and responds to concerns and inquiries related to projects of the program.
- ▶ Records agendas, minutes and related documents for all meetings for the purpose of providing support to the CFNL program.
- ▶ Researches local, state and federal records for the purpose of supporting special reports on program improvement, intervention, and prevention services.
- ▶ Supports the preparation of budgets and reports for the purpose of ensuring compliance with state and federal contracts and regulations.
- ▶ Tracks statistical data from counties for the purpose of supporting program objectives and evaluating results.
- ▶ Travels to various locations, both in-county and out-of-county for the purpose of assisting in the facilitation of necessary meetings/conferences.

Skills, Knowledge and/or Abilities Required:

▶ **Skills to:**

- use computers, electronic mail systems and software, i.e., Microsoft Office Publisher, Power Point, Excel, Word and Access;
- type at a speed of 50 net words per minute;
- operate standard office equipment;
- maintain electronic calendar(s), store and review documents;
- use data bases and online and local networks to submit reports and other pertinent documentation at state-wide meetings;
- perform complex secretarial work with speed and accuracy;

▶ **Knowledge of:**

- Tulare County Office of Education policies and regulations;
- Department of Alcohol & Drugs and Office of Traffic Safety grant terms and conditions;
- correct English word usage, spelling, grammar and punctuation;

▶ **Ability to:**

- communicate effectively, both orally and in writing, with FNL partners, and county, staff, state and federal agency representatives;
- coordinate local and state-wide conferences and workshops;
- use computer software to develop training materials;
- maintain cooperative and effective relationships with state representatives, state-wide coordinators, partners and others encountered in the course of work;
- analyze problems and identify solutions;
- meet deadlines and schedules;
- travel, both in-county and out-of-county, using own vehicle;

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of significant resources from other work units is routinely 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, 5% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience Required:

- ▶ Three years of job-related experience within specialized field with increasing levels of responsibility is required.
- ▶ Experience sufficient to have acquired advanced knowledge of modern and efficient office methods and procedures.

Education Required:

- ▶ High school diploma or the equivalent.

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

- ▶ Valid California driver's license and proof of automobile insurance.
- ▶ Typing certificate verifying 50 net words per minute.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

July 2009

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.