

**JOB DESCRIPTION**

**Job Title:** Administrative Assistant to the Superintendent (5203)

**Job Summary:**

Under general supervision and direction of the Tulare County Superintendent of Schools and/or designee(s), provide highly responsible and complex administrative and clerical support to the County Superintendent, the Tulare County Board of Education, and related support committees. This position will also be responsible for planning large events, coordinating meetings and conferences, and providing support to the communications team on a variety of projects.

**Essential Duties:**

- Assist the County Superintendent in the composition and preparation of correspondence, publications, reports, handbooks, and other documents to disseminate information to staff, Tulare County school districts, the general public, and government agencies.
- Serve as the liaison to the County Superintendent providing information to the public school districts, Tulare County Office of Education (TCOE) staff, and other agencies.
- Perform complex and highly technical clerical duties involving independent judgment and requiring accuracy and speed to assist the County Superintendent with TCOE operations.
- Prepare the County Board of Education agenda, packet, and minutes and maintain all official records of the Tulare County Board of Education and the Tulare County School Boards Association to ensure compliance with the Ralph M. Brown Act and other state and federal regulations.
- Respond to inquiries from the public that relate to TCOE policies, board agendas, meetings, and actions taken by the board.
- Coordinate travel, meeting, and conference arrangements for the County Superintendent and Tulare County Board of Education.
- Coordinate various events for the Tulare County Office of Education staff including, but not limited to, Convocation, staff recognition programs, employee socials, leadership retreats, Red Ribbon Week, and support staff conferences.
- Answer phones and greet visitors to provide general information about Tulare County Office of Education support services and programs; refer to the appropriate division/contact, as needed.
- Process mail, monthly absence reports, purchase orders, and requests for warrants; disseminate as needed.
- Create and monitor a monthly schedule for tracking regularly recurring reports, forms, meetings, and activities to ensure that appropriate items are placed on the county board agenda and meet deadlines.
- Assist the communications team with marketing, public relations, social media, and preparing printed and digital materials.
- Ensure records, mailing lists, inventories, and files are updated and available for easy reference.
- Assist with reviewing and updating board policies to ensure they are current and compliant with state and federal requirements, Title V Regulations, and Education Code.
- Maintain the County Superintendent's calendar, schedule, and appointments to ensure that deadlines and timelines are met.
- Travel to various locations throughout Tulare County for work-related duties.
- Perform other related duties, as assigned.

**Skills, Knowledge and/or Abilities:**

**Skills to:**

- Create notes, memos, and documents of a moderately complex nature;
- effectively communicate and interact with staff, board members, and the public;
- establish priorities, meet deadlines, organize workload, and work independently;
- review financial records and perform general financial recordkeeping duties;
- research, compile, and input information in a variety of electronic sources.
- assess and interpret situations and make decisions quickly and effectively;
- assist with taking and editing videos, pictures, and digital media;
- perform specialized and general clerical duties such as preparing reports, operating office equipment, answering phones, typing correspondence, etc.

**Knowledge of:**

- general administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- providing exceptional customer service to a variety of audiences;
- graphic design programs such as In-Design, Illustrator, Canva, etc.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

**Ability to:**

- perform clerical work including managing records and general accounting with speed and accuracy;
- create, update, maintain and share Excel, Word, Access, and Google documents;
- write legibly, communicate effectively and understand and carry out oral and written directions;
- maintain cooperative relationships with those contacted in the course of work;
- read/interpret/apply rules, regulations, policies;
- understand and carry out oral and written instructions;
- plan and organize work to meet schedules and deadlines;
- maintain confidentiality of records;
- develop specific goals to prioritize, plan, organize, and accomplish assigned tasks;
- provide information to staff, families, and the public by telephone, email, and in-person;
- drive personal vehicle for travel to various locations throughout the region.

**Responsibilities include:** working under limited supervision using standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

**Education Required:**

- Associate's degree required.
- Bachelor's degree in business, communications, organizational leadership, or a related field is preferred.

**Experience Required:**

- Six (6) years of experience performing complex administrative and executive support duties, including planning events and overseeing travel arrangements.
- Experience in marketing, communications, and social media is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.
- Must be able to use own vehicle to travel throughout the County, as needed.
- Bilingual in Spanish is preferred.

**FLSA Status:** Non-Exempt

February 2025

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.