

Manage department project plans; coordinate special projects, including planning and compiling into report form; and manage Public Records Act requests as necessary. **E**

Independently respond to concerns and/or complaints from staff and community regarding f

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree and six years of increasingly responsible secretarial or administrative assistant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance; and use of transcription equipment. Overall scores in computer software testing program preferred as follows:

- Keyboarding 60 Correct WPM
- Word..... 90% Overall Score
- Excel..... 90% Overall Score
- PowerPoint 90% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical aspects of field of specialty.
- Fiscal and business services functions.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- District organization, operations, policies, and procedures.
- Presentation, communication, and public speaking techniques.
- Bargaining unit reports, labor relations, and negotiations.
- Operation of a computer, related software, and standard office equipment.
- Paperless electronic filing systems.

Meet state and District standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information and make presentations; see to read, prepare, proofread documents, and monitor office activities; sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; knee, bend at the waist, and reach overhead, above the shoulders and horizontally to retrieve and store files and supplies; lift light objects.