

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

JOB TITLE: Special Education Local Planning Area (SELPA) ADMINISTRATIVE SPECIALIST

REPORTS TO: Executive Director, SELPA
SUPERVISES: No supervisory responsibilities

DEFINITION:

Serve as primary Administrative support to assigned administrators or program. Plan, coordinate and organize activities and coordinate flow of communications and information for the administrators. Perform full clerical, administrative, and general office duties of a responsible nature.

Perform advanced, diversified, and complex accounting duties of a highly responsible nature in the review, evaluation, maintenance and adjustment of designated funds, budgets, grants and accounts with the San Luis Obispo County SELPA. Serve as a liaison between SELPA and Local Education Agencies (LEAs) and state governmental agencies.

DISTINGUISHING CHARACTERISTICS:

This role exercises independent judgment and discretion in performing tasks, assignments and special projects, and works independently with general guidance to perform a variety of general clerical duties, as well as fiscal, to support departmental operations. Has thorough knowledge of business and operations procedures. Functions performed at this level have program-level visibility that can affect public perception.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Five years increasingly responsible accounting and clerical/administrative assistance experience.
3. AA Degree in business, accounting or related field, *or* one year of college-level coursework in related field supplemented by one additional year of experience *or* CASBO, ACSA, or other applicable school business certification.
4. Proven ability to read, interpret, and apply common sense to a variety of documents, financial and statistical records.
5. Demonstrated experience in spreadsheet computer applications, school budgeting, categorical or grant funding, and Standardized Account Code Structure (SACS).
6. A valid California driver's license.
7. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

DESIRED:

Bilingual Spanish

KNOWLEDGE AND ABILITY:

1. Knowledge of modern office administrative and clerical practices and procedures; perform responsible administrative support work with accuracy, and efficiency.
2. Knowledge of computer applications related to the work, including word processing, database and spreadsheet software.
3. Knowledge of budgeting practices, Generally Accepted Accounting Principles as applied to public agencies, basic financial analysis and projection techniques, methods, procedures and terminology used in technical accounting work for multiple agencies.

4. Knowledge of techniques for dealing effectively with and providing a high level of customer service to all individuals and personalities with poise, friendliness, and diplomacy.
5. Knowledge of oral and written communication skills; English usage, grammar, spelling, vocabulary, and punctuation.
6. Ability to learn SLOCOE and SELPA organization, operations, policies and objectives.
7. Ability to communicate effectively both verbally and in writing.
8. Ability to complete work with frequent interruptions.
9. Ability to respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
10. Ability to organize work in a logical and efficient manner as well as assemble, organize, prepare and present data for records and reports.
11. Ability to understand and carry out oral and written directions.
12. Ability to identify and resolve financial issues, errors and discrepancies; make computations with speed and accuracy.
13. Ability to operate standard office equipment including a computer, calculator and applicable software.
14. Ability to work confidentially with discretion.
15. Ability to maintain regular and reliable attendance.
16. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
17. Ability to establish and maintain positive and effective working relationships with diverse populations.
18. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
19. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
20. Ability to deal with problems or issues involving several variables in standardized situations that arise within the scope, authority and skill set of the classification.

ESSENTIAL FUNCTIONS:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

1. Perform public relations and communication services for the administrators. Receive, screen and route telephone calls, emails, and messages. Receive and communicate with visitors, including administrators, staff, parents and the public, to exchange information, request and provide materials, coordinate activities and resolve issues or concerns. Exercise independent judgment in resolving a variety of issues. Refer difficult issues to the administrator. Provide technical information and assistance related to program area or SLOCOE operations and related laws, rules, regulations, policies and procedures.
2. Coordinate, schedule and attend meetings, workshops and other events. Prepare and send out notices of meetings. Compile and prepare agenda items and other required information for meetings, workshops and other events. Set up equipment and supplies for meetings and other events. Take, transcribe and distribute meeting minutes.
3. Maintain appointment and activity schedules and calendars. Coordinate travel arrangements and hotel reservations. Process reimbursement claims. Reserve facilities and equipment for meetings and other events.
4. Establish and maintain filing systems. Review, revise, format, verify, proofread and edit documents.
5. Perform clerical accounting duties in support of assigned program area or office using accurate mathematical calculations. Monitor income and expenditures, and assist in ensuring expenditures

do not exceed budget. Produce and audit budget reports. Prepare, process and code purchase orders and invoices. Arrange for billings and payments. Collect various monies and fees for assigned office or programs and prepare deposits as needed.

6. Perform specialized accounting duties in the creation, audit, evaluation, maintenance and adjustment of designated funds, grants, budgets, accounts, data, journal entries, and reports. Ensure accuracy, completeness and compliance of financial statements with established guidelines, procedures and Generally Accepted Accounting Principles.
7. Collaborate with the SLOCOE for accounts and functions such as accounts payable, accounts receivable, grant administration, position control, tax reporting, Workers' Compensation and employee benefits both internally and externally.
8. Serve as a technical resource to SLOCOE personnel, school districts and others concerning the SELPA accounting functions. Respond to inquiries, research data and provide technical information concerning related accounts, funds, budgets, transactions, records, policies and procedures.
9. Research, compile, prepare and revise accounting data; reconcile and balance assigned funds and accounts. Code, verify and update accounts to reflect income, transfers and expenditures; reconcile fiscal statements to ensure accurate fund accounting both internally and externally.
10. Assist in the development and preparation of assigned budgets. Prepare income and expenditure projections and provide recommendations concerning budgetary allocations both internally and externally.
11. Input financial and statistical data into assigned computer systems; maintain automated records and files; initiate queries, manipulate data, develop spreadsheets and generate computerized reports and statements; assure accuracy of input and output data.
12. Ensure mandated reports are completed and submitted to appropriate agency or personnel according to established time lines both internally and externally.
13. Develop and maintain program area web pages. Prepare and distribute informational packets and bulk mailings.
14. Perform special projects and prepare forms and reports on behalf of the assigned administrators, which may include researching, compiling and verifying a variety of data and information and/or computing statistical information for reports. Compile and duplicate reports for large and small groups as necessary.
15. Perform related duties within the scope and skill level of the classification.

ENVIRONMENT:

Office environment with constant interruptions.

PHYSICAL DEMANDS:

1. Hearing and speaking to exchange information in person or on the telephone.
2. Dexterity of hands and fingers to operate a variety of office equipment.
2. Seeing to view a computer monitor and read a variety of materials.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Physical agility to lift approximately 15 pounds to shoulder height.
7. Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.

Grade Allocation: Classified non-management Grade 34
Adopted: 1/22/2020