Merced County
Office of Education
Steven E. Gomes,
Superintendent
632 West 13th Street
Merced, CA 95341
(209) 381-6621

Classified Position Announcement

ONLY ONLINE APPLICATIONS WILL BE ACCEPTED

APPLY AT WWW.EDJOIN.ORG

DEADLINE: March 7, 2014, 4:30P.M.

POSITION TITLE: Administrative Aide
DEPT: Early Education
LOC: Merced (Head Start Admin Office)

HOURS: 8:00a.m. – 5:00p.m.

MINIMUM QUALIFICATIONS:
Education and/or Training:
High school diploma plus one year of advanced secretarial training obtained through a community college, trade or correspondence school or on-the-job training.

Experience:
Three years experience in a highly responsible secretarial or administrative assistant capacity.

Certifications and Skills:
Proficient in the use of MS Word software and in other software programs, i.e., graphic layout design, spreadsheets, and/or databases. Ability to operate a variety of standard office equipment. Ability to understand and carry out oral and written directions; and interpret and explain Head Start policies and programs. Ability to communicate orally and in writing. Proof of valid CA driver's license and minimum amount of liability insurance required by law. DMV-H6 printout required.

SUMMARY OF POSITION:
Under the general supervision of the Head Start Program director, perform a wide variety of administrative support services to the program director and department staff; provide clerical support to the policy council; perform administrative and clerical duties as assigned by the director; and respond to routine inquiries from the public.

DESERIBLE QUALIFICATIONS:
Education and/or Training:
AA Degree in office administration or related field.

Experience:
Experience providing administrative support to a program director or chief administrative officer.

Certifications and Skills:
Shorthand skills
ESSENTIAL FUNCTIONS:
1. Serve as secretary to the program director.
2. Organize office activities and coordinate the flow of work among clerical staff.
3. Prepare policy council agendas, information packets and other materials and mails to policy council members within timelines. Post policy council meeting agendas and minutes in accordance with the Brown Act.
4. Attend policy council meetings, management team meetings, leadership team meetings and other meetings as required, and take minutes. Transcribe and disseminate minutes in accordance with procedures.
5. Type letters, memoranda, budgets, grant applications and various reports as assigned.
6. Sort and screen incoming mail and relay to the appropriate manager.
7. Compose correspondence independently.
8. Efficiently organize work with a minimum of supervision.
9. Assist in staff calendar coordination.
10. Act as office receptionist, when required.
11. Compile data, input data, type and collates reports as assigned.
12. Use a variety of software programs to develop flyers, brochures, schedules, and other printed materials.
13. Prepare and monitor a variety of records, i.e. time sheets, vehicle checkout, mileage, budget expenditures, and petty cash funds.
14. Maintain various files containing correspondence, reports, studies, regulations and other types of material. Set up or revise file system when needed. Arrange for the storage and disposal of files and records in accordance with policies and regulations.
15. Maintain adequate inventory of office supplies; initiate maintenance and work orders.
16. Assist with meetings and workshops; prepare required materials, make conference room reservations, arrange for refreshments. Make travel arrangements, including registration, airline and hotel reservations; arrange for pre-payment and travel advances.
17. Operate a personal computer, calculator and other standard office equipment.
18. Explain general policies and procedures of Head Start to staff and the general public.
19. Performs other related essential functions as assigned

PHYSICAL REQUIREMENTS: Employees in this position must have the ability to:
1. Sit for extended periods of time.
2. See and read a computer screen and printed matter with or without vision aids.
3. Hear and understand speech at normal levels and on the telephone with or without hearing aids.
4. Speak so that others may understand at normal levels and on the telephone.
5. Enter data into a personal computer, operate standard office equipment and dial a telephone.
6. Stand, walk, bend over, grasp, reach overhead, stoop, twist, push, pull and move lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors in a standard office environment and come in direct contact with MCOE/district staff and the public.

APPLICATION PROCEDURE:
The following information must be received before the deadline date in order for your application to be considered for this position: 1) a completed online Edjoin application form; 2) a brief resume; 3) three (3) recent letters of recommendation (DATED & SIGNED within 18months); 4) all college transcripts and a copy of degree.*

*If required for this position.

SELECTION PROCESS: All applications will be reviewed for satisfaction of minimum qualifications. A maximum of eight applicants will be invited for a panel interview. All candidates will be notified via e-mail following final selection.

NOTE: The candidate selected for this position will be required to present on the date of orientation: 1) A social security card (or proof that one has been requested; 2) proof of tuberculin test prior to first day of hire; 3) proof of fingerprinting and clearance from Department of Justice and Department of Social Services prior to first day of hire and 4) DMV H-6 printout and proof of automobile liability insurance.

ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF MCOE AND CANNOT BE RETURNED TO THE APPLICANT.