

JOB DESCRIPTION
Clackamas ESD

POSITION TITLE:	Administrative Assistant - Migrant Data Specialist, Bilingual
DEPARTMENT:	Migrant Education Program --Teaching and Learning
SCHEDULE:	Range 13
WORK YEAR:	12 Months
SUPERVISED BY:	Coordinator, Migrant Education Program
EMPLOYEE ASSOCIATION:	Classified

GENERAL DESCRIPTION OF THE POSITION:

The Administrative Assistant and Migrant Data Specialist to the program Coordinator performs secretarial and administrative support that enables the Coordinator to maintain focus on the executive functions of the department and ESD. Additionally, a main requirement of this position is to receive, enter, and manage data information into the program's state (e.g. OMSIS) and local information systems. The job position requires exposure to highly sensitive information and involvement with school district and community contacts requiring considerable use of discretion, tact, diplomacy, and judgment.

ESSENTIAL FUNCTIONS:

1. Greets and assists ESD staff, agency partners, clients, and community members with prompt and courteous responses on behalf of the administrator and Migrant Program
2. Manage data systems (e.g. OMISIS, MSIX, Synergy) and generate reports, etc.
3. Maintain student record files, input and upload student information to the data system
4. Review data for completeness and accuracy
5. Maintain the Migrant program's website and online presence with accurate and up to date information
6. Create program related brochures, calendars, flyer, certificates, and other forms using a variety of different software programs
7. Attend local and state training sessions
8. Receives and screens visitors and incoming phone calls, determining the priority matters, and providing alert messages to the administrator accordingly
9. Reviews and screens incoming reports and correspondence (mail and email), making preliminary assessment and organizing documents
10. Coordinates and facilitates the administrator's calendar and use of time to assist the administrator to arrange meetings, appointments, and schedule of tasks/projects to maintain focus on established priorities
11. Composes, reviews, edits, and proofreads documents developed for the signature of the administrator using outstanding knowledge of business English, including composition, spelling, grammar, punctuation, and letter format
12. Prepares requisitions, invoices, reports, memos, letters, financial statements, and other documents using word processing, spreadsheet, database, and/or presentation software

13. Initiates written and oral communication on behalf of the director, acts as the primary communication contact for designated staff, and communicates messages to appropriate personnel
14. Conducts research, compiles, and completes initial analysis of data to prepare documents/reports for consideration and presentation by the administrator
15. Originates accurate and detailed reports while working frequently with sensitive and confidential materials
16. Assists the director to manage implementation of grants and special projects including budget projections, invoicing and tracking payments, completion of reports and deliverables, and correspondence with funding agencies
17. Fulfills department or program level fiscal functions including processing purchases, reconciliation of account codes, production of expenditure reports, and reimbursements
18. Fulfills department or program level HR functions including tasks related to ESD employees, temporary professional contracts, and personal service contracts
19. Serves as the primary liaison with the ESD's Fiscal and Human Resources departments on matters within the scope of assigned responsibility
20. Prepares for presentations and other events including logistics of space, participants, and other arrangements
21. Serves as support to the department advisory committees including preparation of the agendas, minutes and reports, and documentation of attendance
22. Responds to inquiries and requests that require extensive knowledge of the ESD's programs and services
23. Manages organization, storage, and retrieval of technical tools including files, binders, books, hardware, and software
24. Develops and maintains electronic and manual recordkeeping systems, including spreadsheets and databases
25. Maintains confidentiality regarding all department matters

ADDITIONAL FUNCTIONS:

1. Follows and supports ESD policies and procedures
2. Performs other duties as may be assigned
3. Works cooperatively and harmoniously with clients, co-workers, and supervisors
4. Maintains professional and technical knowledge by participating in professional development activities

WORKING CONDITIONS:

Some evenings and weekends may be required

MINIMUM QUALIFICATIONS:

1. Five years of recent successful experience fulfilling the functions of an administrative assistant or data specialist role
2. Recent and successful experience supporting culturally diverse families (e.g. Migrant families and students)
3. Demonstrated ability to organize and manage an administrator's schedule, time, phone calls, email, paperwork, and work space
4. Demonstrated ability to compose, revise, edit, and/or proofread professional documents
5. Highly proficient in word processing, database, spreadsheet, and presentation software
6. Exceptional time management, planning, and organizational skills
7. Exceptional problem-solving and decision-making skills including flexibility and adaptability to changing conditions
8. Exceptional oral communication skills to explain policies, procedures, and projects, and to interact with employees, clients, and the public, using discretion, tact, diplomacy, and judgment
9. Ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
10. Ability to generate and implement strategies to improve efficiency and enhance service delivery
11. Ability to maintain the confidentiality of sensitive and confidential materials
12. Written and oral communication skills and proficiency in English and Spanish sufficient to perform essential tasks and functions
13. Physical and mental attributes sufficient to perform essential functions

PHYSICAL JOB TASK REQUIREMENTS:

The physical requirements checked are essential to successfully performing the duties associated with this position.

1. Employee may need to:

- | | | | | |
|----------------------------|--|-------------------------------------|--|--|
| Bend: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Climb: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Crawl: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
| Drive: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Kneel: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Lift: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Reach:
(above shoulder) | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Sit: | <input checked="" type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Squat: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Stand: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Twist: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Walk: | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

2. Employee may use hands for:

- | | | | | |
|-------------------|---------------------------------------|--|--|-------------------------------------|
| Single Grasping | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Pushing & Pulling | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input checked="" type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |
| Fine Manipulation | <input type="checkbox"/> Continuously | <input checked="" type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input type="checkbox"/> Not At All |

3. Employee may use wrists for:

- | | | | | |
|------------------|---------------------------------------|-------------------------------------|---------------------------------------|--|
| Twisting/turning | <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
|------------------|---------------------------------------|-------------------------------------|---------------------------------------|--|

4. Employee may use feet for repetitive movement as in operating foot controls:

- | | | | |
|---------------------------------------|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Continuously | <input type="checkbox"/> Frequently | <input type="checkbox"/> Occasionally | <input checked="" type="checkbox"/> Not At All |
|---------------------------------------|-------------------------------------|---------------------------------------|--|

5. Lifting:

- Sedentary Work: Lifting 10 pounds maximum and occasionally lifting and/or carrying articles as docket, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

MENTAL JOB TASK REQUIREMENTS:

The mental functions checked are essential to successfully performing the duties associated with this position.

REASONING ABILITY:

- Routine, repetitive tasks with simple instructions
- Ability to follow detailed instructions that require few changes
- Ability to follow detailed procedures with several potential variables
- Problem solving ability and interpretation of events required for practical matters
- Ability to accurately interpret behaviors and nonverbal communication and act on decisions
- Logical or deductive thinking required frequently
- Creative, innovative solutions to job problems

CALCULATIONS:

- Simple copying, addition, counting, subtraction
- Ability to divide and multiply
- Understanding the metric system and conversions
- Fractions, decimals, and percentages
- Statistics, use of graphs
- Advanced mathematics
- Theoretical application of statistics and complex math

LANGUAGE:

- Ability to read and understand product labels, policies written at the 10th grade level, and ability to follow verbal or demonstrated instructions
- Ability to explain simple directions, copy data from one form to another
- Completes form letters or answers routine correspondence
- Composes correspondence independently
- Reads and interprets complex technical material
- Ability to speak and understand a second language
- Can prepare complex reports and documents as required
- Ability to speak with individuals and small groups in an articulate manner
- Ability to speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

I hereby indicate by my signature that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the positions, and
3. I can perform the essential functions of this position without an accommodation.

Employee _____ Date _____

Supervisor _____ Date _____