

Job Summary:

The job of Secretary, California Friday Night Live Program (CFNLP) was established for the purpose/s of providing support to the administrator, staff and state-wide Friday Night Live counties by performing a variety of specialized and complex secretarial tasks involving a high degree of responsibility to ensure the administrative and technical support of fifty-six county FNL programs.

Essential Functions:

- ▶ Arranges travel for the administrator, staff, and FNL counties for the purpose of ensuring that appropriate travel plans are made and there is allowable expenditure reimbursement.
- ▶ Coordinates all of the necessary arrangements for state-wide conferences and training workshops for the purpose of securing appropriate locations, meeting spaces, food and other amenities.
- ▶ Disseminates notes of meetings to participants for the purpose of ensuring the accuracy of information.
- ▶ Maintains the calendar, meetings and conference call scheduling for the purpose of ensuring the timely completion of program objectives.
- ▶ Processes registration billing and receiving fees for the purpose of recording income and account records.
- ▶ Receives/Responds to written, oral and electronic communications from FNL counties and grantors for the purpose of providing critical information on a timely basis, and responds to concerns and inquiries related to projects of the program.
- ▶ Records agendas, minutes and related documents for all meetings for the purpose of providing support to the CFNL program.
- ▶ Researches local, state and federal records for the purpose of supporting special reports on program improvement, intervention, and prevention services.
- ▶ Supports the preparation of budgets and reports for the purpose of ensuring compliance with state and federal contracts and regulations.
- ▶ Tracks statistical data from counties for the purpose of supporting program objectives and evaluating results.
- ▶ Travels to various locations, both in-county and out-of-county for the purpose of assisting in the facilitation of necessary meetings/conferences.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - use computers, electronic mail systems and software, i.e., Microsoft Office Publisher, Power Point, Excel, Word and Access;
 - type at a speed of 50 net words per minute;
 - operate standard office equipment;
 - maintain electronic calendar(s), store and reuipment;