

JOB DESCRIPTION

Job Title: *Administrative Analyst, ECEP (9882)*

Job Summary:

The job of Administrative Analyst, ECEP was established for the purpose of providing support to the Assistant Administrator and Administrator to perform specialized and confidential work and analyze information and processes to improve efficiency and productivity.

Essential Functions:

- Act as confidential assistant to administration.
- Compile data and information for grants and proposals.
- Review data and information for accuracy and efficiency.
- Coordinates travel, meeting, and conference arrangements.
- Supervise and assign work to employees.
- Maintains the daily calendar for the Administrator to ensure maximum productivity.
- Prepares/creates grants, correspondence, agendas, and various other documents to disseminate pertinent information.
- Prepares and creates contracts to support the program.
- Understand program priorities and distinguish sensitive situations that require immediate attention from administration.
- Assures discreet handling of sensitive materials and information.
- Coordinates seminars and various trainings/workshops for program staff, parents, community partners, and the public.
- Develop and update information for the program website.
- Performs secretarial duties related to committees.
- Receive general supervision from the Assistant Administrator or higher-level management.
- Perform other duties as assigned.

Skills, Knowledge and Abilities Required:

Skills to:

- Use a computer to prepare complex documents and spreadsheets, retrieve financial information, use electronic calendars, store and retrieve documents.
- Utilize basic software applications including Microsoft Word, Excel, Adobe Design software, presentation software, and any software necessary to perform identified tasks.

Knowledge of:

- General office practices, procedures, and equipment.
- Principles and practices of supervision and training.
- Advanced knowledge of English usage, spelling, and grammar.

Ability to:

- Write clearly, using correct grammar and punctuation.
- Understand, interpret and apply federal, state, local and county office policies, procedures, laws and regulations.
- Perform secretarial work involving independent judgement and requiring speed and accuracy.
- Manage and prioritize multiple tasks.
- Manage records.
- Maintain professional work ethics and standards.
- Search and gather/compile data for grants.
- Communicate effectively verbally and in writing.
- Work independently.
- Accurately code, post, check and verify information and data.
- Maintain cooperative relationships with those contacted in the course of work.
- Speak, read and write both English and Spanish proficiently is preferred.

Working Conditions: Environment: Office environment; cold and very hot weather; occasional traveling throughout Tulare County;
Physical Abilities: Sitting – sometimes on the floor- and standing for extended periods of time; Regularly lift and/or move up to 25 lbs. and occasionally lift and/or move up to 50 lbs.; Close vision, distance vision, peripheral vision, depth perception, and the ability

Education and Experience :

- Possession of a Bachelor's degree in Business or related field and 2 years of experience working in a confidential office environment.
- Experience in education environment is preferred.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI fingerprint response.

FLSA Status: Exempt

March 2022

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed,