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Prepares various types of materials (e.g., inter-office and external communications, memoranda, bulletins, labels, fliers, requisitions, contracts, invoices, flyers, newsletters, etc.) to ensure optimal departmental operation in English and Spanish.

Procures supplies and materials to maintain the availability of required inventory.

Provides administrative support (e.g., performing public relations and communication services, screening and routing telephone calls, scheduling and arranging appointments, contacting partner agencies for information, etc.) to ensure optimal communication on behalf of coordinators and managers.

Provides simultaneous Spanish interpretation (e.g., on an as-needed basis during trainings, conferences, and meetings, etc.) to ensure optimal bi-lingual communication and understanding.

Receives visitors (e.g., administrators, staff, parents, public citizenry, etc.) to provide information or direct to appropriate personnel in English or Spanish.

Schedules a wide variety of activities (e.g., appointments, meetings, travel reservations/accommodations, facility usage, etc.) to make necessary arrangements for assigned coordinators, managers, and specialists.

Translates forms and materials from English to Spanish (e.g., for professional development, evaluation processes, data collection, program fliers, etc.) to ensure adequate communication with external partner.

Updates program web pages (e.g., regularly maintains web pages, etc.) to ensure optimal communication with the public in English and Spanish.

#### **OTHER DUTIES:**

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications (Knowledge, Skills, and Abilities)**

#### **KNOWLEDGE:**

Required to perform basic math calculations using fractions, percents, and/or ratio.

Read a variety of manuals in English and translate in Spanish.

Write documents following prescribed formats, and/or present information to others in Spanish.

Concepts of correct grammar and punctuation in English and Spanish.

Basic bookkeeping principles.

Excellent business telephone etiquette to answer, screen, and reroute telephone calls.

Excellent customer service and interpersonal skills.

Applicable office software and standard office practices.

Job-related codes/laws/rules/regulations/policies.

Practicing cultural competency while working collaboratively with diverse groups and individuals.

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**SKILLS:**

Perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Operating standard office equipment including pertinent software applications.

Ability to communicate effectively in reading, writing, and orally in English and Spanish.

Planning and managing projects independently.

Performing basic bookkeeping and record keeping.

Applying job-related codes, regulations and laws.

Proficiency in MS Word, Excel, Power Point, Adobe Acrobat required. to create and develop registration and presentation materials.

Maintaining and updating the website in English and Spanish.

Excellent attention to details to compose correspondence and written materials independently or from oral instructions or provide assistance to parents or families to address their concerns or immediate needs.

**ABILITY TO:**

Schedule activities or events.

Gather and/or collate data.

Flexibility is required to work with others.

Operate equipment using a variety of standardized methods.

Problem solve to identify issues and create action plans.

Problem solve with data requires independent interpretation of guidelines.

Meet deadlines and schedules, and set and adapt to changing work priorities

Analyze issues and determine appropriate course of action.

Dealing with frequent interruptions.

Display tact and courtesy.

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. Occasionally, work performed on weekends

Experience: Three (3) years of clerical or secretarial experience involving frequent public contact.

Education: A combination equivalent to: Gcaqui(a)4ea.