

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED SEPTEMBER 2002**  
**MUSEUM SERIES**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODES: 1,2,3**

**ADMINISTRATIVE ASSISTANT – KERN COUNTY MUSEUM**

**DEFINITION**

Under direction of the Museum Director, conducts studies, prepares analyses, and provides administrative and financial services;

supervises staff as necessary;

serves as a member of the museum's management team.

**EXAMPLES OF DUTIES**

Serves as a confidential secretary and management aide;

plans and conducts technical and administrative studies and analyses, which include researching, collecting, tabulating and evaluating information;

prepares cost/benefit analyses;

writes complex reports and position papers;

assists with budget planning and development, monitors compliance, and prepares budget status reports;

defines purchasing requirements, researches prices and availability, and makes recommendations for purchase;

reviews invoices for accuracy, verifying the receipt of goods or services, and authorizes payment;

performs transactions related to departmental records keeping;

assists with documentation required for payroll processing;

writes proposals, Requests for Proposals/Qualifications (RFP/RFQ), and correspondence, and drafts contract language;

assists with negotiating contracts for goods and services, monitors vendor's contractual obligations and compliance, and coordinates contract administration with legal representatives, insurance agents and/or contract principals;

evaluates grant opportunities, collects information and financial data necessary to apply for grants, and writes grant applications, and monitors grant programs for compliance;

coordinates and performs related administrative tasks for Museum Authority Board meetings and various committee meetings;

plans, organizes, facilitates and/or participates in meetings and conferences and on committees;

makes presentations and conducts informational tours;

represents the Museum at meetings;

performs other related duties as required.

## **QUALIFICATIONS**

### Knowledge of:

Basic accounting and statistical principles, and appropriate business language and report-writing principles and methods;

principles, procedures, methods, techniques, and operations of an administrator's office;

modern office practices and equipment, including automated data management, storage, and retrieval systems;

public education goals and objectives, and the operational objectives of the specific areas of responsibility of the administrator;

English usage, spelling, punctuation, grammar, and manuscript and report formatting;

legal mandates, policies, regulations, and operational procedures which govern the activities of the administrator's office;

communication techniques, strategies, and procedures.

### Ability to:

Coordinate multiple activities;

use an automated system to obtain and evaluate data;

use automated office equipment and state-of-the-art software programs;

obtain, analyze, evaluate and draw logical conclusions from relevant data;

type or keyboard at a net corrected speed of 60 words per minute;

read, understand and apply legislation, regulations and other instructions;

communicate effectively verbally and in writing;

develop and maintain effective working relationships;

lead groups discussions;

make effective presentations;

prepare appropriate business documents;

work independently;

and maintain confidential information.

### Education:

Graduation from an accredited college or university with a Bachelor's degree desired in Business or Public Administration or a closely related field.

### Experience:

Four years of responsible administrative secretarial experience and/or budgetary analysis, accounting, personnel and/or office management;

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

**Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.**

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

3/23/04

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