FIRST 5 PLACER STAFF SUPPORT SPECIALIST

General Purpose:
A First 5 Placer Staff Support Specialist is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The First 5 Placer Staff Support Specialist is responsible for supporting the First 5 Placer Children and Families Commission, designated staff and community partners with implementing Placer First 5.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Works with First 5 Placer staff to assist in providing complex secretarial, fiscal and administrative detail work for assigned Office of Education/First 5 staff.
- Sets up for meetings, workshops and conferences throughout Placer County.
- Assists public agencies, nonprofit organizations and individuals to meet First 5 Placer requirements.
- Gathers materials and distributes agendas for Boards and committees.
- Participates in the Request for Results funding process.
- Participates in the Strategic Planning process.
- Supports First 5 Placer Commissioners, First 5 Executive Director and community partners with a variety of complex secretarial and administrative work.
- Composes and types correspondence, reports, documents, forms and other items.
- Establishes and maintains clear communication and cooperative working relationships with a variety of community and First 5 Placer community partners.
- Communicates with county mental health, probation, social services and law enforcement regarding selected at-risk youth involved with those agencies.

Minimum Qualifications:

Employment Eligibility:
- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:
- High School Diploma or equivalent.

Experience:
- Experience in secretarial, administrative and office assistance work.
- Experience working in an educational or social service setting preferred.
- Experience creating and maintaining websites.
- History of successful relationships with community agencies.
- History of successful direct staff support experience.

Knowledge, Skills and Abilities:
- Knowledge of the Children and Families Commission laws, rules and regulations.
- Knowledge of program evaluation.
- Knowledge of the Brown Act.
- Skills in effective oral and written communication.
Skills in the proficient use of e-mail, Microsoft Office and specialized department software.

Ability to utilize web-based reporting systems, program and data reporting tools and program and data collection tools.

Ability to create and maintain websites

Ability to participate in collaborative efforts with a variety of disciplines and agencies.

Ability to work with diverse individuals.

Ability to work independently and as part of a team.

Ability to express ideas and concepts clearly and concisely in oral and written form.

Ability to establish and maintain cooperative and professional working relationships with individuals, groups and public and private agency personnel.

Ability to work with non-profit agencies.

Ability to organize and take minutes at meetings.

Ability to maintain and improve professional skills and knowledge.

Ability to file, keep records and use correct English, spelling, grammar and punctuation.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office, school or agency environment, continuous contact with staff and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job’s functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 27.0

Reviewed and Approved:

Supervisor: ____________________________  Date: __________________

Human Resources: ________________________  Date: __________________