



## POSITION DESCRIPTION

---

<b>STATUS:</b>	At-will
<b>POSITION:</b>	Office Specialist
<b>LOCATION:</b>	Santa Ana, California
<b>REPORTS TO:</b>	Assistant to the Executive Director
<b>SALARY:</b>	\$17.24 - \$22.84

---

### CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

The Children and Families Commission of Orange County was created as a result of Proposition 10, the California Children and Families Act of 1998. The proposition added a 50-cent sales tax on tobacco products sold in California and requires that funds raised be used to support education, health and child development programs for children from the prenatal stage through age five. Funds collected statewide are allocated to local county commissions based on each county's birth rate.

### THE OPPORTUNITY

The Office Specialist is responsible for the primary operation of the front office reception, provides administrative support to Commission staff and reports to the Office Manager.

### KEY RESPONSIBILITIES

#### General Management, Operations & Personnel

- Assist staff with scheduling meetings.
- Manage the reservation and calendar for the conference rooms and conference call line.
- Process travel requests and support reconciliation as needed.
- Assist visitors, consultants, and incoming deliveries.
- Coordinate with Office Manager on purchase of office supplies, and maintain log of supply orders for each office supply vendor.
- Manage Commission printing projects with County Publishing Services.
- Assists with the preparation of the Commission and Committee agenda, copying, and assembly of packets.
- Directs inquiries from the general email and phone line to appropriate staff.
- Maintain and file Resolution Logs, Commission Agendas, Minute Orders.
- Process all incoming and outgoing mail.
- Prepare outgoing FedEx packages, and maintain log of outgoing packages along with providing the Office Manager proper documentation for billing reconciliation.

#### Program Management & Evaluation

- Support Evaluation Manager with the Commission's online data reporting system including creating user reports, assisting grantees with granting access and password resets.

- Maintain the agency contact list in the Commission’s online data reporting system, make appropriate corrections as needed.

### **Collaborative Partnerships**

- Develop and maintain effective relationship with Commission staff including consultants and grantees.
- Assist Office Manager with preparing reports, distribution, and requests for copies.
- Assist Contracts team with copying, filing, and mailing contracts, amendments, and contract modifications.

### **Community Outreach & Communications**

- Liaison with office vendors for machine maintenance and repair, shredding, and office supply delivery vendors.
- Liaison with postage vendor and County Pony Mail pick-up/delivery.
- Preparation of handouts/packets for special events/meetings.
- Responsible for blast email notifications.

### **MINIMUM QUALIFICATIONS**

- Two years of complex office experience.
- Understand verbal and written instructions.
- Work independently.
- Interact effectively with the public, staff and consultants.
- Comprehensive knowledge of Microsoft Word, Excel and PowerPoint applications.
- Ability to exercise sound business judgment when applying them to specific instances, along with the ability to balance and prioritize multiple responsibilities and deadlines.

### **SPECIAL REQUIREMENTS:**

This is an “at-will” position. The appointed candidate will serve at the discretion of the Director, and can be terminated at any time. In such event, the candidate has no right to any appeal or grievance procedure under any rule or regulation of the State.

### **SELECTION PROCESS:**

Cover letters and resumes will be reviewed and the most qualified candidates will be considered for further qualifying components. Your cover letter should highlight all of the areas in which you have developed expertise, matching your professional experience as it relates to the position.

### **TO APPLY:**

All interested candidates wishing to be considered for this position must send resume to:

**Email:** [Hilda.Garcia@ocgov.com](mailto:Hilda.Garcia@ocgov.com)

For questions on this recruitment, please contact Hilda Garcia at (714) 834-2353 or [Hilda.Garcia@ocgov.com](mailto:Hilda.Garcia@ocgov.com).