



**Santa Barbara County**  
**Special Education Local Plan Area**  
A Joint Powers Agency

**SBCSELPA OFFICE MANAGER**

**POSITION DEFINITION:**

Under direction of the SBCSELPA Executive Director, perform complex and specialized secretarial and clerical functions to the JPA Board, as well as provide administrative secretarial aide to the SBCSELPA Executive Director, Coordinator and others as assigned.

**QUALIFICATIONS:**

- Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, organization and supervision and related technical skill areas at a community college.
- An associates degree is highly desirable
- Bilingual in Spanish speaking, reading, and writing is highly desirable

**EXPERIENCE:**

Four year of responsible executive or administrative secretarial experience, including one year in a lead or supervisory capacity.

**PRIMARY JOB DUTIES:**

- Performs accounting functions related to payroll and accounts payable; prepares and verifies the accuracy and completeness of accounts payable and payroll related files, records and reports; prepares system input data, verifies and reconciles output reports; makes arithmetical calculations and verifies computations; performs accounting, budget control or payroll record functions
- Provides requested reports such as the Annual Personnel Report, Pupil Count, or other reports to County, State or Federal agencies in a timely manner
- Works with a computer-based special education accounting (CALPADS) and payroll
- Assists the SBCSELPA Chief Business Official with specialized accounting functions related to tasks such as regional program cost accounting and record tracking, data reporting, etc.
- Oversees personnel paperwork and attendance accounting/absence reporting
- Assists SBCSELPA Director with tracking evaluation due dates
- Monitors and tracks *Mandated Reporter & Sexual Harassment* training compliance with personnel
- Composes correspondence concerning a wide range of subjects requiring a knowledge of policies, regulations and operational procedures; reviews outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation; serves as an administrative aide by receiving and responding to inquiries from either office visitors or from telephone contracts

- Take notes of meetings with LEAs/districts and conferences, and prepares an accurate summary or meeting minutes for approval
- Prepare and input data into a computerized record management, storage and retrieval system by means of a data terminal; responsible for special education management information system including ordering reports, compiling data on pupil counts, preparing instructions for district use, coordinating programming changes; reviews, evaluates for accuracy and utilizes the output reports in the office operational functions; maintains a variety of records and files, which may include personnel, budget, expenditure, and payroll data; assists with budget planning and expenditure control
- Schedules conferences and meetings with various panels and committees
- Accounts payable in Escape (weekly)
- Payroll in Escape – use SBAS final closeout calendar for due dates (monthly)
- Processing monthly payroll payments to vendors, SISC, ACSA, Aflac, etc. (monthly)
- Deposit receivables
- New employees – entering in Escape, enrolling in PERS or STRS, enrolling in SISC health.
- Journal Entries
- Run Search & Serve ad – See file with past copies in 3 drawer file under “S” Search and Serve. Add runs in Santa Barbara Independent and is posted on the SELPA website. SELPA Director reviews prior year ad before publishing in case of changes.
- Send out e-mail notice to all employees (including Wrap Team) to complete their annual Mandated Reporter and Sexual Harassment trainings. Mandated Reporter is completed each year, Sexual Harassment training is every other year. It was completed in 2020 so isn’t due again until 2022.
- CALPADS Fall 1 Reporting period is open. Districts start to report their data and make corrections. SELPA monitors their data submission. Final due date for districts will be late November/early December.
- Pull data from SIRAS for future use with MOE, Low Incidence, etc.
- Pull SIRAS data for December 1st / CALPADS
- Send directors reminder to collect Post-Secondary data for June pupil count reporting
- Send out invoices to districts who have purchased any SELPA BCBA days for the current year.
- LCI SDC Data Collection memo and form to special education directors
- Employee contracts for the upcoming year to be completed and given to secretary for JPA Board agenda
- Blank annual calendar to SELPA employees who need to complete.
- Personnel Data Report – CDE will send the SELPA Director information on due date, etc.
- LCI Funding – complete calculations from district data and JV funding out before month end close – otherwise you will have to post this as a payable and instruct the districts to post it as a receivable.
- Reconcile vacation and sick leave from the current year and notify each employee of their balance.
- Uses word processing to assist the SELPA Executive Director with correspondence, agenda, agenda items and supplemental materials for the SELPA meetings.

- Drive occasionally for department business
- Serves as a confidential secretary to the SBCSELPA Executive Director, Coordinator, JPA Board and CAC
- Organizes and coordinates the clerical activities of the SELPA Executive Director's office, including planning, organization, layout, and development of assigned tasks related to special education operations in Santa Barbara County
- Coordinates the preparation and drafting of the component sections of the JPA Board agenda; attends various meetings and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as required; requests information and data, and surveys
- Coordinates the preparation and drafting of the component sections of the Community Advisory Committee (CAC) agenda; attends meetings and takes and transcribes notes; prepares meeting minutes for editing and distributes minute summaries as required
- Assists in the dissemination of material to LEAs/districts and the *California Department of Education (CDE)*
- Assists in the revision, updating and maintenance of the SBCSELPA Local Plan per the direction of the SBCSELPA Executive Director
- Assists in the revision, updating and maintenance of the SBCSELPA Procedural Handbook per the direction of the SBCSELPA Executive Director
- Monitor, maintain, and coordinate updating of Inter Agency Agreements (IAA's) pursuant to review timeline
- Responds to inquiries related to SBCSELPA policies, regulations and operational procedures
- Coordinate the annual private school meeting in both North and South County to meet the federal regulatory requirements regarding special education (IDEA)
- Assist with the annual coordination and facilitation of the Santa Barbara Psychology Internship Consortium (SB-PIC)
- Attends to administrative and clerical detail utilizing initiative and good judgment
- Requires a familiarity with legal mandates, policies and regulations; independently prepares for Administrator's review correspondence, memoranda, reports and a variety of other communicative subject matter that may include privileged and highly sensitive materials
- Review and editing of written documents for the SBCSELPA Executive Director
- Prepares and maintains the official records of the SBCSELPA Board minutes
- Other duties as assigned

#### **KNOWLEDGE OF:**

- Principles, procedures, methods, techniques, and operations of an administrator's office
- Modern office practices and equipment, including automated data management, storage, and retrieval systems, to include use of the Microsoft Office Suite
- Be familiar with the *Brown Act* requirements of public meetings
- Use of proper 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

**ABILITY TO:**

- Coordinate, organize and schedule administrative and clerical functions and activities
- Effectively and efficiently perform responsible secretarial and administrative aide functions
- Compile and prepare accurate and comprehensive reports
- Communicate and collaborate with others, as well as take direction and feedback
- Effectively communicate in oral and written form
- Establish and maintain a variety of complex, privileged and sensitive files and records
- Maintain confidentiality at all times
- Type at a net corrected speed of 60 words per minute
- Make arithmetical calculations with speed and accuracy and develop charts and spreadsheets
- Understand and carryout oral and written directions
- Establish and maintain cooperative working relationships
- Draft letters of correspondence for administrator as needed
- Assist with event setup, sign-in and break-down

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting for extended periods of time
- Bending at the waist, kneeling, or crouching to retrieve and store files.
- Assist with event setup, sign-in and break-down of events which may require lifting of at least 25 LBS

Approved 5/1/84 by the JPA Board - Effective 7/1/84

Revisions Approved by the JPA Board 11/02/09

Revisions Approved by the JPA Board 8/26/19

**Approved 03/01/2020 by the JPA Board**