



State of Oregon Position Description

Company: Oregon Department of Education
Organization: Enhancing Student Opportunities | Inclusive Services - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 1	Job Profile ID:	0107
Business Title:	Administrative Specialist 1 (Unfilled)	Position ID:	000000055091
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	373990
Location:	Salem ODE Public Service Building		
Supervisor:	Kara Williams (Education Programs Manager 3)		
Position:			
Time Type:	Full Time		
FLSA:	Non Exempt		
Exempt Reason:			
Overtime Eligible:	Yes		
Employee Type:	Permanent		

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

Section 2b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement: The primary purpose of this position is to:

Working closely with the Director of Inclusive Services, team members, and administrative professionals throughout the Office of

Enhancing Student Opportunities (OESO) and Oregon Department of Education (ODE), this position helps ensure effective communication, efficient operations, and successful implementation of Inclusive Services priorities.

This position serves as the primary administrative support for the Inclusive Services team by coordinating schedules, managing communications, organizing meetings and events, maintaining records, preparing and distributing materials, recording meeting minutes, arranging travel, supporting purchasing and reimbursement processes, and facilitating communication among staff, partners, and stakeholders.

The position provides administrative and logistical support for the State Interagency Coordinating Council (SICC), Early Intervention/Early Childhood Special Education (EI/ECSE), Regional Inclusive Services (RIS), program director meetings, leadership teams, advisories, and other statewide coordination activities. Responsibilities include coordinating meeting logistics, maintaining documentation, providing technical meeting support, tracking follow-up actions, and ensuring the timely completion of administrative processes.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

35% - R E - Executive and Administrative Support

- Manage and maintain the Director of Inclusive Services' calendar, including scheduling meetings, resolving conflicts, and coordinating priorities.
- Monitor assigned email inboxes and assist with routing communications and requests. Coordinate check-ins, team meetings, performance and accountability (PAF) meetings, and other leadership meetings.
- Assist in directing requests and inquiries to the appropriate Inclusive Services lead or staff member.
- Support timekeeping-related processes and administrative tracking activities.
- Maintain team calendars and assist with annual planning and meeting schedules.
- Coordinate workflows, timelines, and follow-up activities related to team projects and priorities.
- Collaborate with ODE and OESO administrative staff to support office operations.
- Participate in OESO support staff meetings and activities.
- Maintain records, files, and administrative documentation.

25% - R E - Council and Statewide Coordination Support

- Coordinate and support meetings for the State Interagency Coordinating Council (SICC), Statewide Leadership Team (SLT), EI/ECSE Directors, RIS Directors, advisories, councils, and other program director meetings.
- Develop and distribute agendas, meeting materials, and meeting communications.
- Create and maintain meeting folders and shared meeting resources.
- Manage virtual meeting platforms and provide technical assistance during meetings.
- Record, prepare, and distribute meeting minutes, summaries, action items, and supporting documentation.
- Maintain attendance records and meeting documentation.
- Coordinate accessibility, interpretation services, and related meeting supports as needed.
- Assist staff with maintaining listservs and meeting distribution lists.
- Support meeting facilitation and logistics for virtual and in-person events.

20% - R E - Team Operations, Travel, and Purchasing Coordination

- Coordinate and process travel arrangements for Inclusive Services staff.
- Obtain and maintain authorization as a SPOTS card holder and complete purchasing transactions in accordance with ODE and DAS requirements.
- Process purchasing requests, procurement documentation, and related administrative transactions.
- Track purchasing and travel activities and maintain supporting records.
- Coordinate lodging, meeting facilities, catering, and event logistics.
- Assist staff with reimbursement and travel-related documentation.
- Monitor administrative deadlines and required approvals.
- Assist with updating and maintenance of web pages.

15% - R E - Program and Communication Support

- Coordinate travel arrangements for Inclusive Services staff and leadership.
- Assist with Form A submissions, procurement requests, reimbursement documentation, and related administrative processes.
- Maintain administrative tracking systems and monitor deadlines.
- Support purchasing, contract administration, and other operational processes in accordance with agency procedures.
- Assist with routine fiscal, operational, and reporting activities.

5% - R NE - Other Duties as Assigned

- Perform other duties as assigned in support of Inclusive Services, the Office of Enhancing Student Opportunities, and ODE operations.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position may be eligible for hybrid remote work, subject to manager approval, business needs, and completion of a remote work agreement in Workday. Employees must have a home workspace that meets all technology, security, and safety requirements, including protection of confidential information. Remote work requires use of agency-issued equipment, a secure internet connection, and VPN access. Staff must follow the DAS Remote Work policy, guidelines and applicable collective bargaining agreements. The official duty station is the Public Service Building in Salem, Oregon. Travel to this location may be required at the employee's expense.

This position works a professional work week, Monday through Friday. Some evening and/or weekend work may be required. Workload and priorities fluctuate and can involve highly complex, sensitive, and/or political issues. This position relies upon collaborative, productive, professional and respectful engagement with staff, colleagues, leadership, and subject matter experts within the Agency, across other state agencies, representatives of local government and/or governor's office, with key investment members, partners, and providers within Oregon communities, and others.

Occasional in-state travel may be necessary and require sitting/driving for extended periods of time.

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

• Oregon Department of Education (ODE) policies and procedures; Oregon Department of Administrative Services (DAS) policies and procedures; SPOTS card purchasing policies and procedures; Procurement and contracting guidelines; Oregon Public Meetings Law requirements; State records retention requirements; Oregon Revised Statutes (ORS); Oregon Administrative Rules (OAR); Individuals with Disabilities Education Act (IDEA); State Interagency Coordinating Council (SICC) bylaws and operating procedures; ODE accessibility, communication, and records management standards; Agency guidance related to reimbursement, fiscal processing, and administrative transactions

How are these guidelines used?

These guidelines are used to coordinate meetings and events, support councils and leadership teams, manage schedules and records, arrange travel, process purchasing and reimbursement transactions, maintain documentation, support public meeting requirements, provide accurate information to stakeholders, and ensure administrative activities are completed in compliance with state and federal laws, agency policies, and established procedures.

The position consults applicable laws, policies, procedures, and bylaws to determine appropriate administrative actions, maintain records and documentation, support fiscal and operational processes, and ensure timely and accurate completion of assigned responsibilities.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency Partners and Other State Agencies	In Person, by mail, email or telephone	Coordinate cross-agency meetings, travel, purchasing, and program-related activities	As Needed
EI/ECSE and RIS Program Directors, Contractors, and Leadership Teams	In Person, by mail, email or telephone	Coordinate meetings, maintain communication, distribute materials, and support statewide program activities	Weekly
Inclusive Services Staff, Program Leads, and Leadership Team Members	In Person, by mail, email or telephone	Coordinate schedules, meetings, travel, communications, records, and administrative support activities	Daily
Members of the Public and Stakeholders	In Person, by mail, email or telephone	Respond to routine inquiries and provide information or direct requests to appropriate staff	As Needed
ODE and OESO Administrative Professionals	In Person, by mail, email or telephone	Coordinate administrative processes, travel, purchasing, meeting logistics, and office operations	Daily
School District and Education Service District (ESD) Staff	In Person, by mail, email or telephone	Coordinate meetings, provide information, and support statewide initiatives and activities	As Needed
State Interagency Coordinating Council (SICC) Members	In Person, by mail, email or telephone	Schedule meetings, distribute materials, provide meeting support, maintain records, and communicate council business	As Needed
Vendors, Hotels, Conference Facilities, and Service Providers	In Person, by mail, email or telephone	Arrange travel, lodging, meeting facilities, catering, and other event logistics	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

The AS1 independently prioritizes administrative work; coordinates calendars, meetings, travel, purchasing, and communications; organizes records and documentation; and determines appropriate responses to routine inquiries using established policies and procedures. This position exercises judgment in managing competing priorities, routing requests, meeting deadlines, and supporting leadership, councils, advisories, and statewide program activities. These decisions directly affect the efficiency of Inclusive Services operations, the quality and timeliness of communication and meeting support, and the successful completion of administrative, fiscal, and operational responsibilities.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	0000500	In Person, by mail, email or telephone	As Needed	Review work and provide support

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

The duties of this position include as an essential function the possession and use of a SPOTS Card for work-related purchases. Prior to being issued a SPOTS Card, the employee must meet all necessary requirements in accordance with ODE Policy, including completing ODE SPOTS Card Training. Continued eligibility to possess and use a SPOTS Card requires that the holder remain in full compliance with ODE Policy.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee

Date

Manager

Date

Appointing Authority

Date