



State of Oregon Position Description

Company: Oregon Department of Education
Organization: System Capacity & Improvement - ODE
Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title:	Administrative Specialist 2	Job Profile ID:	0108
Business Title:	(2113146) Admin Support For Systems Capacity & Improvement Team (Unfilled)	Position ID:	000000108218
Employee Name:		Company ID:	58100
Representation:	OAS	Budget Auth No:	1369430
Location:	Salem ODE Public Service Building		
Supervisor:	ANDREA BARNUM (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:

This position serves as the principal administrative and operational support specialist for the Director and the Systems Capacity and Improvement (SCI) Team. The position assists the Director in the ongoing direction of team operations, initiatives, projects, and organizational priorities by providing high-level operational coordination, executive support, project tracking, fiscal administration, communications management, and meeting coordination. Using independent judgment and a comprehensive understanding of team priorities, the position coordinates information, processes, timelines, and stakeholder engagement activities that support effective decision-making, implementation of strategic objectives, and accountability for results. The position develops and maintains systems that support efficient team operations, monitors progress on priorities and commitments, facilitates communication and collaboration across internal and external partners, and ensures leadership time, resources, and attention are aligned with the successful achievement of programmatic and organizational goals. This role functions as a strategic administrative partner to the Director, helping translate priorities into action and supporting the effective management of the team's work.

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 - Program & Operational Support to the Director and SCI Team

- Provides high-level administrative and operational support to the Director in the ongoing direction of team priorities, initiatives, and operations.
- Serves as a strategic partner by coordinating information, communications, schedules, projects, and follow-through to support effective decision-making and team effectiveness.
- Conducts administrative research and prepares briefing materials, reports, presentations, and other resources to support planning and decision-making.
- Anticipates support needs, recommends process improvements, and develops systems, workflows, and tools that improve project coordination and team operations.
- Maintains awareness of team priorities, projects, deadlines, and emerging issues to support planning, prioritization, and resource coordination.
- Monitors communications and correspondence, identifies items requiring action or escalation, and ensures timely follow-up on priority matters.
- Tracks decisions, action items, commitments, deliverables, and deadlines; maintains systems that promote accountability and follow-through.
- Strategically manages the Director's calendar, commitments, and meeting participation to align leadership time with organizational priorities, stakeholder engagement, and critical decision points.
- Uses independent judgment to balance competing demands, evaluate requests, resolve scheduling conflicts, and support effective allocation of leadership capacity.
- Coordinates activities and communications among staff, partners, contractors, vendors, and stakeholders to advance team priorities and operational goals.
- Ensures information, records, materials, and action items are organized, accessible, and effectively managed to support the Director and team.

25% - R E - Fiscal, Administrative and Technical Support

- Provides fiscal, administrative, and operational support for team business functions, including purchasing, contracts, budgeting, and records management.
- Maintains systems and processes that support accountability, compliance, and effective use of resources.
- Coordinates fiscal and administrative processes that support team operations and organizational priorities.
- Processes invoices, reimbursements, purchasing requests, and other fiscal transactions in accordance with agency policies and procedures.
- Maintains budget tracking tools, expenditure records, contracts, vendor agreements, and other business records to support fiscal monitoring and accountability.
- Serves as a liaison with procurement, fiscal, contracts, and business services staff to resolve issues and support operational needs.
- Reviews records and transactions for accuracy, completeness, and compliance with agency requirements.
- Develops and maintains systems for organizing and tracking fiscal, contract, purchasing, and administrative documentation.
- Identifies and implements process improvements that increase efficiency and strengthen internal operations.
- Provides administrative and operational support for team activities, events, and initiatives.

20% - R E - Communications and Meeting Coordination

- Coordinates communications and meeting operations that support collaboration, stakeholder engagement, decision-making, and implementation of team priorities. Ensures information is organized, documented, and shared to support effective team operations.
- Plans, schedules, and coordinates meetings, workgroups, trainings, and stakeholder engagement activities.
- Develops agendas, presentation materials, meeting packets, and other supporting documents in collaboration with leadership and team members.
- Manages logistical and technical aspects of virtual and hybrid meetings, including meeting hosting, participant support, polls, breakout rooms, registrations, recordings, accessibility features, and troubleshooting.
- Documents key discussions, decisions, action items, and commitments; distributes meeting records and tracks follow-up activities.
- Coordinates communications with internal and external stakeholders regarding meetings, projects, timelines, and team priorities.
- Maintains meeting records, recordings, communication materials, and related documentation in accordance with agency requirements.
- Supports timely and accurate information sharing through development and dissemination of updates, materials, and other communications.

15% - R E - Project and Operational Coordination

- Provides project and operational coordination support for team initiatives, strategic priorities, and ongoing activities. Maintains systems and processes that support planning, implementation, accountability, and successful completion of projects and commitments.
- Develops and maintains project plans, tracking systems, timelines, and monitoring tools to support implementation of team priorities and initiatives.
- Tracks project milestones, deliverables, deadlines, risks, and dependencies; communicates status updates and identifies items requiring attention.
- Coordinates project activities across team members, partners, contractors, vendors, and stakeholders to support completion of work and achievement of project goals.
- Maintains project documentation, shared resources, records, and electronic files to ensure information is organized, accessible, and current.
- Develops, edits, and manages project materials, reports, presentations, guidance documents, and other resources, including accessibility review and version control.
- Utilizes project management and collaboration tools to support planning, coordination, communication, and monitoring of work.
- Researches and organizes information to support project planning, evaluation, continuous improvement, and development of operational procedures and workflows.

5% - R E - Other Duties as Assigned

- Performs other duties as assigned in support of team operations and organizational priorities.

At all Times - N E - Professional Responsibilities

- Supports a culture of collaboration, continuous improvement, and organizational effectiveness through participation in professional development, team initiatives, and agency activities.
- Participates in professional development and learning opportunities to maintain and enhance knowledge, skills, and abilities related to assigned responsibilities.
- Contributes to agency, division, office, and team initiatives that advance organizational effectiveness and continuous improvement.
- Builds and maintains collaborative working relationships with agency staff, partners, contractors, and stakeholders.
- Maintains confidentiality and exercises sound judgment in handling sensitive information.

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.

General office environment with daily use of the personal computer workstation, laptop computers, peripherals and various software products. Software products include Microsoft Word, Excel, Explorer, Access, Publisher, Outlook, Smart Sheets, and proprietary State applications. Pressure to request deadlines and rush jobs at times. Telephone calls and persons seeking information require the handling of several projects or tasks simultaneously while developing quality projects for each timeline. Occasional lifting of heavy boxes that weigh approximately 30-40 pounds. Occasional evening/Saturday work may be required to meet project deadlines.

SECTION 5. GUIDELINES

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

Requires knowledge and support of the Oregon Department of Education Mission and Values and Strategic Initiatives. Requires knowledge and application of the State Board of Education policy, Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR) regarding K-12 school districts, other state legislation affecting Oregon public schools and community colleges. Requires knowledge of the Student Success Act and Student Investment Account.

How are these guidelines used?

As often as needed to complete assignments or obtain answers to questions - daily to weekly. Administrative rules, statutes and administration manuals are used to provide technical assistance to agency staff and personnel in the field. To answer inquiries concerning SIA, regulations, allocations and state policies in the completion of reporting forms and operation of Department administered programs.

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 Staff; Grant recipients and school district leaders	In Person, by mail, email or telephone	Provide state leadership and technical assistance.	Daily
Community based organizations; Community partners	In Person, by mail, email or telephone	Provide state leadership and technical assistance.	As Needed
General Public; Professional groups; Advisory groups	In Person, by mail, email or telephone	Provide state leadership and technical assistance.	As Needed
Professional groups/ Advisory groups/Education partners	In Person, by mail, email or telephone	Provide state leadership and technical assistance.	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

The person in this position uses initiative and judgment without direct supervision, and in the absence of managers and specialists, to analyze situations and make decisions in accordance with established policy rules and regulations pertaining to the job, using guides, instructions, manuals, precedents in carrying out assignments. The person in this position must exhibit a high degree of accuracy in the work. Self-determines and monitors timelines and work priorities to accomplish and balance workload. Additional expectations include collaboration across ODE offices, leadership and modeling of equity among ODE staff and with external partners, stakeholder engagement, navigating internal and external issues, challenges, and support/resourcing needs, and finding positive solutions. These decisions also have a direct impact on some of Oregon's most vulnerable students who have been historically underserved. Every student is an asset to Oregon, the individual holding this position will make decisions that help systems recognize the assets our children and families bring to our schools and provide for culturally responsive systems.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Education Programs Manager 3	2113162	In Person, by mail, email or telephone	Regularly	The purpose is to ensure that all programs are working toward a common goal and within the limits of the position, office and department.

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:

- Must possess outstanding communication, interpersonal, time management and coaching skills.
- Experience working with culturally and individually diverse groups, including sovereign nations. Exhibiting skill in soliciting and valuing diverse viewpoints.
- Digital fluency/technical capacity for learning; including applied knowledge of: Google Suite, Microsoft Suite (e.g. Sharepoint), and virtual platform navigation (Zoom, Teams, etc.). An ideal candidate would also be proficient in document/asset creation platforms like Canva and project management platforms.
- Must be able to meet deadlines in a fast-paced, quickly changing environment by taking a proactive approach to problem-solving with strong decision-making skills to successfully organize, prioritize and complete a variety of tasks simultaneously.
- Applied practice of stress management, composure in tense circumstances, sincerity, low pretense, and being a courageous learner.
- Strong culture and team building growth mindset.
- Strong team player with the ability to work autonomously and be self-driven with little or no supervision.

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
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Manager	Date
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Appointing Authority	Date
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