KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED NOVEMBER 2026
RANGE: 48.0
CLASSIFIED
CODE: 1, 2

ADMINISTRATIVE SERVICES EVENT SPECIALIST

DEFINITION
Under general supervision, the Administrative Services Event Specialist will perform complex and specialized administrative and clerical functions in support of meetings, conferences, professional development activities, and special events hosted by the Kern County Superintendent of Schools (KCSOS), at Bell Tower Plaza, and other locations as assigned.

EXAMPLES OF DUTIES
Serve as an administrative point of contact for event inquiries;

provide professional, responsive customer service and explain established procedures, requirements, deadlines, and available administrative services;

assist with the processing of event requests; maintain scheduling calendars, registration records, event files, and related correspondence;

utilize and assist with event management software, including event entries, registration forms, attendee databases, confirmations, reminders, cancellations, payment records, and reports;

prepare, route, track, distribute, and maintain event contracts, agreements, and supporting documentation;

monitor signatures, approvals, and administrative deadlines without exercising contract approval authority;

assist in the preparation, processing, and tracking of invoices, purchase orders, requisitions, payment requests, and other financial documents;

maintain accurate billing and payment records and follow up on outstanding items;

compile and verify event information, registration data, financial activity, surveys, and evaluations; prepare accurate summaries, spreadsheets, and reports;

provide assistance with correspondence, memoranda, invitations, agendas, programs, registration materials, notices, and other communications for review as appropriate;

assist with the preparation and distribution of post-event thank-you messages, surveys, evaluations, billing correspondence, and other follow-up communications;

document responses and close out administrative records;

respond to telephone, electronic, and in-person inquiries;

resolve routine administrative concerns, identify matters requiring referral, and maintain positive relationships with internal and external customers;

establish and maintain organized, secure electronic and physical files containing contracts, invoices, attendee information, correspondence, and other sensitive records;

maintain established administrative forms, templates, checklists, tracking tools, and office procedures consistent with established guidelines;

review outgoing materials for completeness, accuracy, consistency, grammar, formatting, and adherence to applicable procedures;

assist with administrative projects and office assignments associated with the Office of the Superintendent;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern office practices, administrative procedures, electronic records systems, and specialized software;

principles of professional customer service and effective oral and written communication; event registration and administrative processes;

contracts, invoicing, purchasing documentation, and basic financial recordkeeping;

English grammar, spelling, punctuation, and business correspondence; confidentiality and records management practices.

Ability to:

Perform complex administrative assignments accurately and with minimal direction;

provide courteous, solution-oriented service to diverse clients;

prioritize multiple deadlines;

communicate clearly, professionally and with tact both verbally and in writing;

prepare and proofread correspondence and reports;

maintain accurate records and financial documentation;

use Microsoft Office, databases, and event management systems;

make routine calculations;

exercise discretion and sound judgment;

learn and apply established policies and procedures;

establish cooperative working relationships.

Experience:

Minimum of five (5) years of responsible and varied administrative, secretarial, or clerical experience.

Experience with event support, hospitality, special events and customer service is preferred.

Education:

Equivalent to completion of the twelfth grade.

Additional coursework, specialized training, or an associate degree or bachelor’s degree in hospitality management, event management or related field is preferred.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license.

Fingerprint clearance by the Federal Bureau of Investigation and California Department of Justice is a condition of appointment.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

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