

Position: Administrative Assistant	Salary Grade: 19
Department: As Assigned	FLSA: Non-exempt

Summary

Under the direction of an assigned Vice President, provide administrative support and assistance to the Vice President and assigned office; perform a wide variety of highly specialized projects; participate in budget preparation and maintenance; perform high level administrative and clerical functions.

Essential Duties and Responsibilities

- Perform technical and complex secretarial and administrative duties involving the use of independent judgment and an understanding of departmental functions and procedures. Serves as a liaison between the Vice President and faculty, staff, students, and the public.
- Develop, implement and execute special projects/surveys; prepare various forms and reports on behalf of the administrator; attend to administrative details on special matters; monitor and keep the administrator current concerning progress of office projects and activities; assure office activities comply with established time lines and requirements; process and respond to special requests.
- Processes materials for department budgets; utilizes spreadsheets to maintain budget and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment, requisitions for supplies, printing and advertising; submits work orders and key requests.
- Independently compose and edit correspondence related to assigned activities; maintain a variety of manuals, codes, handbooks and directories; prepare or direct the preparation of a variety of annual, quarterly, or monthly administrative reports.
- Interface with visitors, including administrators, staff, faculty, students and the public; provide assistance or direct to appropriate staff; evaluate and exercise independent judgment in resolving complex issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information concerning division or department operations and related processes, standards, requirements, time lines, laws, rules, regulations, policies and procedures.
- Evaluates office activities; recommends improvements and modifications; assist in the implementation of goals and objectives; review and evaluate work products, methods and procedures.
- Participates in hiring and provides training and guidance to studentworkers.
- Coordinates meetings, events, and appointments, facilitating the necessary logistics and preparation of materials. Take meeting and committee notes asneeded.
- Coordinates arrangement for Administrators, Faculty and Classified employees to attend various conferences and meetings as assigned; prepare and send out notices of meetings; compile and prepare agenda items and other required information and materials for

meetings, conferences and other events; arrange facilities, services and equipment as needed; take, transcribe and distribute minutes as directed; prepare summaries of actions taken as required.

- Organizes and coordinate faculty performance appraisal processes by maintaining schedules, developing time lines, assembling documents and following up with administrators and faculty to assure timely completion.
- Responsible for Faculty Attendance Records and accuracy; processes personnel timecards and ensures accuracy for payroll processing.
- Performs administrative duties and coordinates aspects of special projects, programs, or events involving multiple departments and/or locations. Assists with presentations.
- Prepares technical reports such as those related to committee proceedings, program compliance, etc., using databases or spreadsheets to support work. Maintains up-to-date records of information to support reports. Creates, edits, and distributes for review, reports used for internal and external purposes.
- Inputs information into relational databases as required. Updates information and maintains data files. Accesses relational databases for business and education support to extract information and reports supporting research and special requests.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, forms, and handbooks for distribution and use by others.
- Receives, prepares, handles and stores confidential information pertaining to students, the College, or assigned department. Maintains confidentiality.
- Ensures office technology is maintained and in working condition. Requests, receives, and maintains an inventory of office supplies and materials.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires:

- Thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping.
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, and database software used in education.
- Thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, to prepare professional correspondence.
- Business mathematics skills to compute sums and statistics.
- Must be skilled in using and troubleshooting various standard office machines.
- Requires sufficient human relations skills to convey technical information to others and patience in dealing with a diverse population.

▪ **Abilities**

- Requires the ability to independently perform all of the duties of the position efficiently and effectively and in an open environment with interruptions and distractions.
- Must be able to perform office and secretarial work with speed and accuracy. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions and special department terminology to relieve an administrator of a variety of administrative detail.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to work cooperatively with instructors, staff, students, and the public using patience and courtesy.
- Requires the ability to maintain confidentiality of private and sensitive information.
- May require the ability to perform work assignments at all College locations.

▪ **Physical Abilities**

- Requires sufficient ambulatory ability to lift and reach light-weight work materials.
- Requires sufficient hand/eye coordination and manual dexterity to keyboard.
- Requires sufficient visual acuity to recognize words letters and numbers.
- Requires sufficient auditory ability to carry on conversations with individuals and small groups, both in person and on the phone.

▪ **Education and Experience**

Any combination equivalent to: Associate Degree and four years of increasingly responsible secretarial experience. One year of additional related experience is equivalent to one year of education.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors where minimal safety considerations exist

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Board approved: April 21, 2021