

## SENIOR ADMINISTRATIVE ASSISTANT

| Class Code | OT Status  | EEO Category    | Represented Status | Salary Grade | Effective Date | Status     | Pages  |
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|            | Non-Exempt | Office/Clerical | PEU Local 1        | 58           | 02/01/01       | Classified | 1 of 2 |

**DEFINITION:** Under direction of a manager, using considerable to significant skills for this series, provide responsible paraprofessional administrative and technical clerical support to assigned large department or program area; and perform other related duties as assigned. May exercise functional supervision over assigned lower level clerical support personnel, contractors or student workers.

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:** Duties/essential functions may include, but not be limited to, the following: Provide complex workflow and office coordination of assigned large department or program area; coordinate complex logistical support for assigned large department/programs such as setting up meetings, reserving rooms, delivery of materials, etc.; coordinate the development and distribution of department or program materials, brochures and other written material; maintain and update web pages for assigned department or programs; provide technical and complex administrative support to assigned department or programs and various committees, prepare agendas, maintain records, prepare minutes, schedule facilities, etc.; answer complex questions and disseminate information on assigned department or programs to the public, other colleges, etc.; assist in the implementation of department or program area goals, objectives, strategies and work plans; establish schedules and methods for monitoring administrative activities; implement department/program, college and District policies and procedures; assist in the evaluation of operations and activities of assigned responsibilities including recommending improvements and modifications; prepare various complex reports on operations and activities; participate in budget preparation and administration including preparing cost estimates for budget recommendations; monitor and control expenditures; prepare purchase requisitions, order supplies and materials, and maintain files and records; ensure that records pertaining to assigned department or programs are properly maintained; may prepare and/or coordinate reports, presentations, statistical reports, and other complex documents; proofread for accuracy, correct form, content and proper English usage; attend meetings and represent assigned department or program area when required; may maintain databases for assigned department or programs; investigate complaints and recommend corrective actions as necessary to resolve complaints; may travel to other sites and meetings; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service; performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

**Knowledge Of:** Methods, techniques and procedures used in the planning, development and delivery of an administrative program; principles and practices for implementing and directing administrative activities, program budget development and monitoring; pertinent District, department, program, local, state and federal laws, rules, regulations, policies and procedures; English usage, spelling, grammar and punctuation; modern office practices and procedures and equipment such as computers and printers; typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing; principles and practices of record keeping, assigning and reviewing the work of others, administrative organization and management; business mathematics and simple statistics.

**Ability To:** Independently perform assigned administrative duties with speed and accuracy, communicate effectively both orally and in writing in an office environment; organize, implement and direct administrative activities; learn and understand all aspects of the assigned programs; learn, accurately interpret and explain pertinent District, department, program, local, state and federal laws, rules, regulations, policies and



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procedures; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve operational and technical issues; assist in the development and monitoring of an assigned department or program budget; develop and recommend policies and procedures related to assigned operations; develop and recommend goals and objectives in support of assigned department or program mission; effectively operate modern office equipment including computers and related software; type accurately on a keyboard at the rate of 50 net words per minute; compile complex information, maintain department or program-wide records, and prepare a variety of reports; analyze situations quickly and objectively and determine proper course of action; plan, organize and schedule priorities in the department or program office; establish and maintain effective working relationships with those contacted in the course of work.

**Education/Training:** Equivalent to the completion of an AA/AS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field.

**Experience:** Equivalent to at least five (5) years of progressively responsible full-time clerical and/or administrative work experience in office administration, including at least two years performing technical administrative support functions

**License/Certification:** A valid Class C California Driver’s License.

**Desirable Qualifications:** The equivalent of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field is desirable. Depending on the vacancy, a department or program may request additional job specific desirable qualifications with the approval of the Human Resources Department.

**Actions:** Initial adoption by the Governing Board on 01/31/01.