

## Administrative Assistant (Confidential)

### Definition

Under general supervision of a manager, using moderate to considerable skills for this series, provide responsible administrative and technical clerical support to assigned department; 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

Duties/essential functions may include, but not be limited to, the following:

- Serve as the primary administrative support to a department.
- Provide workflow and office coordination of assigned department.
- Coordinate logistical support for assigned department such as setting up meetings, reserving rooms, delivery of materials, etc.
- Develop and coordinate the distribution of department materials, brochures and other written material.
- Maintain and update web pages for assigned department.
- Provide technical clerical support to assigned department and various committees, prepare agendas, maintain records, prepare minutes, schedule facilities, etc.
- Answer questions and disseminate information on assigned department services to the public, other colleges, etc.
- Assist in the implementation of department goals, objectives, strategies and work plans.
- Establish schedules and methods for monitoring administrative activities.
- Implement department, college and District policies and procedures.
- Assist in the evaluation of operations and activities of assigned responsibilities, including recommending improvements and modifications.
- Prepare various 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 are properly maintained.
- May prepare and/or coordinate reports, presentations, statistical reports, and other documents.
- Proofread for accuracy, correct form, content and proper English usage.
- May maintain databases for assigned department.
- 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.

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- 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 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; business mathematics and simple statistics.

#### Skill/Ability to:

- Independently perform assigned administrative duties with speed and accuracy.
- Communicate effectively both orally and in writing in an office environment.
- Organize and implement administrative activities.
- Learn and understand all aspects of the assigned department.
- Learn, accurately interpret and explain pertinent District, department, local, state and federal laws, rules, regulations, policies and 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 budget.
- Develop and recommend policies and procedures related to assigned operations.
- Develop and recommend goals and objectives in support of assigned department mission.
- Effectively operate modern office equipment including computers and related software.
- Ability to demonstrate advanced keyboarding skills.

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- Compile moderately complex information, maintain department 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 office.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education/Experience**

- 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.
- Equivalent to at least three (3) years of progressively responsible full-time administrative support work experience in office administration, including at least two years performing technical administrative support functions.
- A valid Class C California driver's license.

### **Desirable Qualifications**

- Depending on the vacancy, a department may request additional job specific desirable qualifications with the approval of the Human Resources Department.

Adopted: Initial adoption by the Governing Board on 01/31/01

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