



## ADMINISTRATIVE ASSISTANT, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	58	07/01/2017	Classified	1 of 3

### DEFINITION

To perform a variety of highly responsible and complex administrative and secretarial duties in support of an assigned Vice President’s Office or other high-level executive manager.

### DISTINGUISHING CHARACTERISTICS

**Administrative Assistant I** - This classification performs less complex clerical, program, or instructional support assignments while learning District policies and procedures.

**Administrative Assistant II** - This classification is distinguished from the Administrative Assistant I by the performance of a variety of activities involved in the preparation of reports, scheduling and a broad range of complex administrative tasks.

**Administrative Assistant III** - This classification performs more complex administrative tasks and interpretation of policies and procedures with minimal supervision. Typically reports to a College Dean or other high-level manager.

**Administrative Assistant, Senior** – This classification typically supports a Vice President or other executive manager with a broad level of responsibility with substantial District-wide impact. The duties involve a wide variety of diverse and complex administrative tasks as well as departmental coordination, requiring a substantial amount of tact, judgment, and initiative.

### SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

### EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Serves as administrative assistant to an assigned high-level executive manager such as a Vice President; participates and assists in the administration the Executive’s Office, relieving the executive of a variety of technical and administrative duties.
- Serves as a liaison between the executive and the public, students, staff, and other campus officials.
- Exercises good judgment and discretion in handling matters of a difficult and sensitive nature.
- Assists assigned executive in meeting reporting requirements, functional responsibilities, and research objectives
- Provides complex workflow and office coordination of assigned department or program area.
- Maintains and updates web pages for assigned department.
- Assists in the development and implementation of department or program goals, objectives, strategies and work plans.



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- Assists or gives guidance to staff, students and the public regarding departmental processes.
- Assists in planning, scheduling and supervising department activities; researches and provides direction for the more difficult or complex questions pertaining to policies and procedures.
- Participates in budget preparation and administration; prepares cost estimates for budget recommendations; examines and verifies fiscal records and expenditures; maintains budget records; reconciles budget accounts to ensure accuracy; receives invoices for purchases and arranges for payment of purchases.
- Develops initiates and maintains a variety of files and records such as payroll, budget, staff vacation, sick leave and schedule changes.
- Receives, classifies, reconciles, interprets, consolidates, and/or summarizes documents and information.
- Maintains department/office records and balance information for control purposes, such as student and employee databases, transcripts, correspondence, tests, advisory certificates and probation reports.
- Researches and prepares complex reports and analyses, including highly complex statistical reports, drawing data from a variety of sources within and outside of the department.
- Prepares and proofreads a wide variety of documents such as course proposals, confidential memoranda, exams, class outlines, reports, schedules, and letters.
- Operates a variety of office equipment, including photocopier, calculator, and computer.
- May notify students of and post canceled classes.
- Dispatches service requisitions; determines and assigns priorities of requests.
- May serve as Secretary to a Committee; prepares agendas; schedules facilities; records and prepares minutes.
- Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, practices and technology/equipment.
- Modern software applications (Microsoft Office Suite, etc.).
- English usage, grammar, spelling, punctuation and vocabulary.

Skill/Ability to:

- Keyboard with accuracy.
- Perform responsible and complex clerical work with accuracy and speed.
- Meet multiple established timelines and deadlines without immediate supervision.
- Develop new procedures for the clerical and administrative operation of assigned area.
- Interpret and communicate District or college rules, laws, and policies, and apply them using good judgment in a variety of procedural situations.



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- Carry out verbal and written directions independently.
- Make mathematical calculations quickly and accurately.
- Communicate effectively, both orally and in writing.
- Serve students, staff and colleagues in a helpful and professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

### EXPERIENCE AND TRAINING

- Four (4) years of experience performing broad and increasingly responsible clerical and administrative duties.

### EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, or the equivalent.

Adopted: 07/01/17