**DEFINITION**

Under the direction of the Vice Chancellor, perform a wide variety of difficult and complex secretarial and administrative tasks and provide direction to staff and management on issues not requiring the immediate attention of the Vice Chancellor; deal with and resolve the less complex issues and routine administrative duties. Perform independently in managing and coordinating the office functions in a centralized department to ensure accurate and timely completion of tasks. Supervise the work of clerical staff within the department and assure efficient and effective office operations.

**DISTINGUISHING CHARACTERISTICS**

The class of Administrative Assistant reports to a District Vice Chancellor. The duties and responsibilities are somewhat similar to that of an Executive Assistant to the President, encompassing difficult, complex, and confidential secretarial and administrative functions and support of projects and operations of a program/department area. Authority to make commitments and take responsibility for such decisions as well as delegation of the more standard administrative duties, characterize this level of administrative support staff. This class requires a substantial amount of tact, independence, judgment, and initiative. Incumbents provide administrative support and direction to management and staff within the assigned department and relieve the Vice Chancellor of routine administrative details. Coordinate high-level department projects. The class of Senior Office Manager has duties and responsibilities very similar to Administrative Assistant except there are less secretarial duties and much more staff supervision and office management. Incumbents in the Senior Office Manager class provide office coordination and supervision of daily operations and services.

**EXAMPLE OF DUTIES**

1. Schedule, organize, oversee, coordinate and manage the day-to-day activities and operations of a large complex centralized office. Perform a wide variety of difficult and complex administrative, secretarial, and operational duties requiring careful coordination and direction.

2. Act as the primary point person for the department for both internal and external customers and serve as a liaison between the Vice Chancellor and individuals such as Board members, college presidents, Vice Chancellors, management certificated and classified staff, legislators, representatives of community agencies, representatives from private business, industry, the media, and the general public; promote and maintain positive staff relations; maintain good public relations with community. Exercise considerable judgment in the answering of inquiries and directing people to proper person or department for resolution of issues.

3. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; order and maintain office supplies; prepare special reports or purchasing bids as necessary; research and accumulate information and establish appropriate formats; prepare Board docket items.

4. Compose correspondence independently; communicate information in person or by telephone where judgment, common knowledge, and interpretation of policies and regulations are necessary. Compose and edit documents, memos, and forms.

5. Prepare and assemble agenda materials; review and proof documents, records and forms for accuracy, completeness, and conformance to applicable rules and regulations. Prepare agendas for committee meetings, assemble information and prepare details for discussion; act as recording secretary for various meetings, committees, and organizations; take and prepare minutes and follow up on items, as necessary.
6. Assist the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs. Assist in the development of grant proposals and Board docket items; advise on procedures to be followed; create and/or collect supporting material.

7. Process regular and substitute employees through the District personnel system; prepare or direct preparation of personnel/payroll documents; coordinate and schedule facilities usage; monitor other department matters on behalf of the Vice Chancellor; arrange travel and reservations for staff members for meetings and conferences as necessary; develop itinerary and make travel arrangements.

8. Prepare and submit department budget for approval by Vice Chancellor; recommend budget revisions and expenditures; monitor budget and expenditures; review periodic budget reports to compare actuals against forecasts; provide explanations of variances and make budgetary transfers as necessary. Approve designated administrative purchases and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust and contingency accounts.

9. Train and provide work direction and guidance to clerical personnel as assigned; coordinate office assignments and work activities; screen, interview and recommend hiring of clerical/technical personnel as assigned.

10. Independently provide information and assistance to others in locating, communicating, and interpreting District and Department policies and procedures; exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other law codes.

11. Operate a microcomputer including word processing, spreadsheet, and database programs to prepare a variety of correspondence, reports, and other materials.

12. Take and transcribe dictation, including confidential material; type a variety of correspondence, memoranda, reports, and other materials; record and transcribe minutes from a variety of meetings; arrange and schedule a variety of meetings and conferences.

13. Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records for certificated and/or classified staff; maintain special confidential correspondence, personnel and administrative files. Assure timely preparation and maintenance of appropriate records, reports, statistics and documentation.

14. Receive mail and identify and refer matters to the Vice Chancellor in order of priority; receive visitors, schedule appointments, screen visitors and telephone calls, and refer to appropriate staff members. Maintain Vice Chancellor’s appointments with students, faculty, administrators, and the general public. Act as 'Keeper of the Keys' for the department.

15. Perform related duties as assigned.

**DESIRABLE QUALIFICATIONS**

- **Knowledge:**
  - Applicable sections of State Education Codes.
  - Basic accounting and bookkeeping.
  - Community College organization, operations, policies, terminology, rules, collective bargaining contracts programs, and objectives.
  - Computer software including word processing, spreadsheets, databases and imaging presentation suites of application software.
  - District organization, operations, policies, and objectives.
  - English usage, grammar, spelling, punctuation, and vocabulary.
  - Microcomputers and mainframe computer terminals and operation.
  - Modern office practices, management, procedures and equipment.
Operation, procedures, and precedent of office to which assigned.
Principles & practices of administration, supervision, and training.
Procedures and practices used in budget analysis, preparation and maintenance.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:
Analyze situations accurately and adopt an effective course of action.
Assemble diverse data and prepare reports.
Basic accounting/booking skills for maintaining various budget accounts.
Communicate effectively both orally and in writing.
Compose difficult correspondence and reports independently.
Coordinate special events.
Deal with constant interruptions.
Effectively relieve the manager of routine administrative details.
Establish and maintain effective working relationships with others.
Interpersonal skills using tact, diplomacy and courtesy.
Interpret and apply the most complex District and campus rules, laws, and policies, as well as Ed
Code regulations.
Learn quickly to apply specific rules, policies, and procedures of the specific office or program to
which assigned.
Maintain complex interrelated files and records.
Maintain composure during stressful and urgent situations.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate a microcomputer and business-related software including word processing, spreadsheets and
databases.
Operate a variety of standard office equipment.
Perform difficult and complex secretarial and clerical work.
Plan and organize work.
Prepare and maintain budget documents.
Take and transcribe dictation accurately at 90 words per minute.
Train and provide work direction to others.
Type 65 words per minute.
Understand and follow oral and written directions.
Work independently, confidentially, with discretion.

Training and Experience:
Any combination of training and experience equivalent to: graduation from high school and five
years of increasingly responsible secretarial experience including at least two years in an educational
setting with a minimum of one year lead and/or supervisory experience.

WORKING CONDITIONS

Physical Requirements:
Category III, usually minimum.

Environment:
Favorable, usually involves an office.