



West Valley - Mission

Community College District

CLASS SPECIFICATION

ADMINISTRATIVE ASSISTANT

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 63

DEFINITION

To perform responsible and confidential administrative and secretarial duties for a Director or Dean; to represent the assigned Director or Dean's office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Administrative Assistant class. Positions in this class are distinguished from other classes by providing responsible administrative support to a Director or Dean. Individuals in this position must keep multiple tasks on schedule, use tact and judgment and preserve confidentiality of sensitive information.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned Director or Dean.

May exercise technical and functional oversight over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a wide variety of complex, responsible, and confidential administrative and secretarial duties for an assigned Director or Dean; research and analyze routine administrative projects; prepare first draft reports on administrative matters.

Establish and coordinate office activities and schedules; establish methods for office operations; implement office policies and procedures; develop and recommend office procedures and systems; ensure smooth office operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; track, monitor and control expenditures; coordinate related budgets; assure expenditures from categorical funds comply with applicable regulations.

Research, compile, and analyze background data; perform routine and special administrative activities and projects; prepare independent draft reports and documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings, committees, and groups.

Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports and documents related to program activities.

Review, verify, and process documents related to administrative and program activities such as invoices, contracts, grants, certificates, claims, legislation and other specialized documents; verify eligibility requirements and coordinate with outside agencies.

Provide follow up to assignments given to management and/or operations staff by an assigned Director or Dean; provide status reports to an assigned Director or Dean; assist in coordinating, preparing, and producing staff reports.

Facilitate communications between assigned supervisor, other administrators, students, academic staff, and other offices, educational institutions or public agencies.

Order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.

Maintain time card and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions.

May provide technical and functional oversight of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing administrative support.

May receive, process and document cash receipts using district cash handling policies and procedures.

Respond to letters and general correspondence not requiring the attention of management staff.

Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.

Interpret and explain district and organizational policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing department policies and procedures in order to meet department objectives.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Provide administrative support for assigned task forces, committees, commissions and boards, including taking meeting minutes; review and summarize miscellaneous reports and documents; prepare background documents as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Organization, procedures, and operating details of an office.

Principles and practices of routine research and project planning.

Basic accounting skills; methods and practices of budget tracking and monitoring.

Principles and practices of office management and records management.

Principles and methods of business letter and report writing; grant reporting requirements.

Modern office practices, procedures and computer equipment and standard office software.

English usage, grammar, spelling, punctuation and vocabulary.

Applicable local, state, and federal laws, regulations, and forms.

Ability to:

Plan, oversee, and implement activities related to an office.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and apply district and campus rules, laws and policies.

Coordinate and organize timely workflow while maintaining effective and harmonious relationships.

Learn and work with multiple software programs and databases.

Type at a speed necessary for successful job performance.

Learn and understand community college policies and procedures.

Think critically and independently.

Work confidentially with discretion.

Work effectively to meet demanding schedules and multiple timelines.

Research and compile information for statistical and budget reports; compose complex correspondence and prepare preliminary reports.

Maintain official and complex records and files.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible office administrative support experience, preferably in an educational environment, or two years of experience similar to an Office Coordinator with the West Valley-Mission Community College District.

Education:

Equivalent to the completion of the twelfth grade, supplemented with college level courses in business or accounting.

EEO Category: Clerical/Secretarial

Date Approved: July 1, 2017