

## Administrative Assistant (Confidential)

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Office/Clerical	Confidential	56	02/01/01	Classified	1 of 2

**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/ESSENTIAL FUNCTIONS:** 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; 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.

**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



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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 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/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 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

**License/Certification:** 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.

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