

## **RIO HONDO COMMUNITY COLLEGE DISTRICT**

### **ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)**

#### **DEFINITION**

Under general direction, to perform a variety of responsible and complex confidential, administrative, and secretarial duties involved in the support of an Administrator; and to provide general information and assistance to Administrators, staff, students, and the general public.

#### **SUPERVISION EXERCISED**

May exercise technical and functional supervision over lower level staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Perform a wide variety of responsible and complex confidential, administrative, and secretarial duties in support of the Administrator; relieve Administrators of a variety of administrative details.

Plan, organize, and carry out administrative assignments; research, compile, and organize information and data from various sources on a variety of specialized topics related to programs in assigned area.

Participate and assist in the administration of the assigned office; organize and manage office activities; recommend organizational or procedural changes affecting support activities.

Serve as initial contact/resource person for the assigned office; screen calls, visitors, and mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, District staff, student representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate District staff; ensure follow up to unanswered inquiries.

Type, enter data, format, proofread, and produce final copy of a wide variety of reports, letters, memoranda, spreadsheets, and statistical charts; type from rough draft, verbal instruction, or transcribing machine recordings; review drafts for punctuation, spelling, and grammar; make or suggest corrections to drafts; independently compose letters, memoranda, or basic reports from general instructions or information related to assigned responsibilities; arrange for or distribute copies of material.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide technical assistance to students and the general public regarding District policies, procedures, services, and operations.

Verify and review forms and reports for completeness and conformance with established regulations and procedures; apply specialized knowledge of District and program policies and procedures.

Assist in a variety of Division operations; perform special projects and assignments as requested.

Analyze, reconcile, and process payments of District credit cards.

Assist in the compilation of the District Board agenda and set up for Board meetings.

Create, maintain, and update Rio Hondo College web page for President's office, Board of Trustees, and Administration and the district directory/web page for Rio Hondo College on the Community College League of California's statewide web site/database.

Maintain calendars of Division activities, meetings, and various events; schedule District staff meetings or meetings between District staff and other groups or organizations; arrange for necessary materials to be available at meetings; coordinate travel arrangements for Division staff as necessary.

Serve as administrative support to various committees, commissions, and task forces; prepare, copy, and distribute meeting agendas and related materials, minutes, resolutions, or other formal documents.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Operate a variety of modern office equipment including copiers, computers, word processors, and printers to enter and retrieve data and produce various documents and reports.

Participate in the development, administration, and monitoring of the Administrator's budget.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Office management principles.

Modern office procedures, methods, and equipment including computer equipment.

Word processing methods, techniques, and programs.

Principles of business letter writing.

Principles and procedures of record keeping.

Techniques used in public relations.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Policies and procedures of assigned Division.

District and Division financial record keeping and budget processes and procedures.

Pertinent Federal, State, and local laws, codes, and regulations.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Type at a speed of 55 words per minute and enter data at a speed necessary for successful job performance.

Take and transcribe minutes.

Operate a motor vehicle safely.

**Ability to:**

Perform responsible secretarial and administrative work involving the use of independent judgment and personal initiative.

Schedule and coordinate projects; set priorities; adapt to changing priorities.

Work cooperatively with other Divisions, District officials, and outside agencies.

Respond to requests and inquiries from the general public.

Maintain sensitive and confidential labor relations data and information.

Compile and maintain complex and extensive records and prepare routine reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Interpret and apply the laws, codes, and regulations pertaining to assigned programs and functions.

Research, compile, and prepare a variety of fiscal, statistical, and administrative reports.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

**Minimum Qualifications:**

**Experience:**

Three years of responsible clerical experience.

**Training:**

Equivalent to a high school diploma supplemented by specialized training in business or secretarial science.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

**Effective Date:** May 11, 2005