

RIO HONDO COMMUNITY COLLEGE DISTRICT

SENIOR ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

DEFINITION

Under direction, to perform a variety of responsible, confidential, and complex administrative, technical, and secretarial duties for a District Administrator; to plan, organize, and oversee the operations and functions of the assigned office; and to provide information and assistance to Administrator, staff, students, and the general public.

SUPERVISION EXERCISED

Exercises direct supervision over administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. Interpret District regulations, policies, and procedures; make decisions involving independent judgment and requiring specialized knowledge of District practices, programs, and operations; analyze situations and make appropriate decisions without immediate supervision. E
- b. Collect and compile material for review and analysis; provide recommendations for changes in programs, policies, or procedures to improve efficiency and cost effectiveness of operations; coordinate consultation, information exchange, and necessary clearances and/or approvals. E
- c. Participate and assist in the administration of the assigned office; supervise, organize, and manage administrative support activities associated with the office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms. E
- d. Relieve Administrator of a variety of administrative details; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies. E
- e. Assist in the preparation, coordination, and monitoring of assigned budgets including compiling annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts. E
- f. Serve as a primary resource and information source regarding District program policies, procedures, objectives, and operational functions; receive and interview office visitors and

- telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer callers to appropriate sources as necessary. E
- g. Coordinate classified employee negotiations; schedule negotiations; take and transcribe minutes; maintain files for history; type final contracts; distribute to employees. E
 - h. Coordinate faculty and classified employment grievances; schedule investigative interviews with employees and witnesses; schedule and coordinate employee arbitrations; monitor timelines, ensuring deadline dates are met. E
 - i. Coordinate and assist in the planning of campus and management retreats, including scheduling of facilities and other logistics. E
 - j. Attend President's cabinet meetings and take notes in absence of President's staff. E
 - k. Organize the flow of communication through the assigned office in an efficient and effective manner with District staff, students, the general public, businesses, and other agencies. E
 - l. Collect, compile, and analyze information from various sources on a variety of specialized topics related to programs in assigned area; write reports which present and interpret data, identify alternatives and make and justify recommendations. E
 - m. Direct, coordinate and review the work plan for assigned staff; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures. E
 - n. Assist in a variety of District and program operations; coordinate, supervise, monitor, and participate in special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion; serve on committees as assigned. E
 - o. Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative; perform varied and responsible duties to assist in the processing and completion of administrative operations for assigned staff. E
 - p. Initiate and maintain a variety of files and records for information related to the assigned District programs including financial, budget, operational, and administrative records; maintain and update resource materials. E
 - q. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E

- r. Operate modern office machines and equipment including word processors, typewriters, printers, copiers, scanners, calculators, radio, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications. E
- s. Order, receive, inventory, store, and distribute supplies, forms, and related items; contact vendors and suppliers as needed; maintain related records. E
- t. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge. E
- u. Perform other related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

KNOWLEDGE OF:

- Office management principles.
- District policies and procedures.
- Principles and practices of budget development and administration.
- Principles and practices of fiscal, statistical, and administrative data collection and report preparation.
- Principles of supervision and training.
- Pertinent Federal, State, and local laws, codes, and regulations including California Education Code and Brown Act.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern office procedures, methods, and equipment including computer equipment and applicable software programs.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Principles and practices of business letter writing.
- Principles and procedures of record keeping.
- Principles and techniques used in dealing with the public.
- Word processing methods, techniques, and programs including spreadsheet and database applications.
- Procedures used in minute taking and preparation.
- Mathematical principles.
- Safe driving principles and practices.

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:

- Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and District policies and procedures.
- Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.
- Compile, tabulate, and analyze data and information and prepare summaries and reports.
- Develop operating procedures to implement programs and policies.
- Read, understand, apply, and explain technical policies and procedural requirements.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Work under limited supervision within a broad framework of standard policies and procedures.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Respond to questions from the public and District personnel regarding policies and procedures for the assigned area.
- Work cooperatively with other departments, divisions, District officials, and outside agencies.
- Analyze situations carefully and adopt effective courses of action.
- Maintain sensitive and confidential labor relations data and information.
- Independently prepare correspondence and memoranda.
- Perform mathematical computations quickly and accurately.
- Plan and organize work to meet schedules and timelines.
- 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.

MINIMUM QUALIFICATIONS

EXPERIENCE:

- Three years of increasingly responsible administrative secretarial support experience.

TRAINING:

- A Bachelor's degree is required.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

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.

Range: 69

Effective Date: May 11, 2005; December 6, 2018

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functions of the position. We have indicated those duties with an E on the job description.