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. 

g. Coordinate classified employee negotiations; schedule negotiations; take and transcribe minutes; maintain files for history; type final contracts; distribute to employees.

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.

i. Coordinate and assist in the planning of campus and management retreats, including scheduling of facilities and other logistics.

j. Attend President’s cabinet meetings and take notes in absence of President’s staff.

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.

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.

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.

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.

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.

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.

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

s. Order, receive, inventory, store, and distribute supplies, forms, and related items; contact vendors and suppliers as needed; maintain related records.

t. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

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._