

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of assigned administrator, perform a wide variety of difficult, specialized, and highly complex administrative duties; analyze and resolve difficult, time sensitive and confidential situations. Process administrative details not requiring the immediate attention of the executive staff member, including the coordination of functions, communication of department policy, the preparation of reports and other administrative tasks.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant—Confidential classification is an option class covering assignments to a Vice President or Superintendent/President. Incumbents report to and support an executive with a broad level of responsibility with substantial District-wide impact. The duties involve a wide variety of diverse, complex, and confidential administrative tasks, requiring a substantial amount of tact, judgment, and initiative. Incumbents are required to be self-directed and to relieve the administrator of routine administrative duties and provide work direction and guidance to clerical personnel assigned to the department.

The Administrative Assistant—Confidential gathers, creates or handles documents or data concerning employee grievances or data relating to or containing information about the employer's bargaining position, negotiating strategy or proposals; incumbents may attend grievance meetings on behalf of the administrator.

The Administrative Assistant—Confidential is assigned to one of five areas, each requiring unique characteristics, responsibilities, and tasks and each comprising an option. The positions are not interchangeable. The options include: Academic Affairs, Business and Financial Affairs, Student Affairs, Human Resources, and Superintendent/President.

REPRESENTATIVE DUTIES:

Incumbents in all options will be required to perform the following duties:

1. Serve as an Administrative Assistant to assigned administrator, relieving the administrator of a variety of technical, and administrative duties; serve frequently as a liaison between the administrator and the public, students, staff, and other campus officials. **E**
2. Exercise judgment, diplomacy, and discretion in handling matters of a sensitive nature. **E**
3. Promote and maintain positive staff, student, and community relations. **E**
4. Communicate and assist in implementing administrative decisions. **E**
5. Provide information and assistance in person or by telephone regarding assigned program, established practices, policies, and procedures to the faculty, staff, administrators, students, and the general public. **E**
6. Assist the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs. **E**

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7. Provide administrative support to various committees, including, but not limited to, taking and processing minutes.
8. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports; prepare special reports; research information and establish appropriate publication formats; provide data to external agencies. ***E***
9. Manage data and perform various specialized computer functions on the District's on-line and personal computer systems; maintain and update complex, confidential databases; update budget and various computerized files. ***E***
10. Perform a variety of special projects; research applicable data and prepare reports. ***E***
11. Process and prepare agenda items for submission to the Governing Board; review and proof documents, contracts, and resolutions for accuracy, completeness, and conformance to applicable rules and regulations. ***E***
12. Take and transcribe dictation of confidential materials; prepare a variety of correspondence, memoranda, reports, proposals, and other materials; compose and edit correspondence; record and prepare minutes from a variety of meetings; distribute materials as appropriate. ***E***
13. Establish and maintain complex, technical, and confidential files. ***E***
14. Assist in preparing budget estimates; monitor budget expenditures. ***E***
15. Receive and sort mail; identify and refer matters to assigned administrator in order of priority; receive visitors, arrange travel, schedule appointments, screen visitors and telephone calls and refer to appropriate staff members. ***E***
16. Maintain electronic calendar; arrange and schedule a variety of meetings and conferences. ***E***
17. Order and maintain office supplies. ***E***
18. Select, train, and provide work direction to assigned office personnel. ***E***
19. Participate on District-wide committees as assigned; represent the functional area to which assigned at conferences and on committees as assigned.
20. Establish new and revised office procedures as appropriate.
21. Make travel arrangements and process necessary District travel forms.
22. Perform related duties as assigned.

WHEN ASSIGNED TO THE SUPERINTENDENT/PRESIDENT AND GOVERNING BOARD:

Serve as a liaison between the Office of the Superintendent/President, public, students, staff and other campus officials; analyze and resolve difficult and sensitive situations.

Serve as a liaison for the Superintendent/President and Governing Board; screen incoming calls; visitors; maintain good public relations with community.

Assist with processing second-level grievances.

Attend Governing Board meetings (on and off campus) and take meeting minutes.

WHEN ASSIGNED TO ACADEMIC AFFAIRS:

Work in conjunction with and provide assistance, direction, and support to instructional administrators.

Provide assistance to students referred to the Vice President for Academic Affairs.

Assist with processing of first-level grievances.

Coordinate Tenure Review evaluations and recommendations of the Vice President for Academic Affairs.

Coordinate District Sabbatical Leave and Faculty Hiring Prioritization processes.

WHEN ASSIGNED TO BUSINESS AND FINANCIAL AFFAIRS:

Serve as liaison to the Propositions Citizens' Bond Oversight Committee (CBOC).

Work with and provide assistance, direction and support to Business and Financial Affairs division managers.

Assist in administration of the Tentative and Adopted Budgets.

WHEN ASSIGNED TO STUDENT AFFAIRS:

Work with and provide assistance, direction and support to Student Affairs division managers.

Assist in the coordination of staff workshops and events for Student Affairs division.

Provide assistance to students referred to the Vice President for Student Affairs;

Coordinate Tenure Review evaluations and recommendations of the Vice President for Student Affairs.

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WHEN ASSIGNED TO HUMAN RESOURCES:

Prepare documents or data relating to or containing information related to the District's negotiating strategy and proposals.

Prepare data concerning employee discipline and grievances.

Research, assemble, and write agenda materials; review and proof documents for accuracy, completeness, and conformance to applicable rules and regulations.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District organization, operations, policies and objections.

Applicable sections of State Education Codes.

Operation, procedures, and precedent of office to which assigned.

Operation and procedures of the campus computer systems and applicable software.

Modern office policies, practices, methods, procedures, and equipment.

Record-keeping techniques.

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

Oral and written communication skills.

ABILITY TO:

Perform difficult and complex administrative and secretarial tasks.

Troubleshoot most office administration problems and respond to all inquiries and requests related to work area.

Interpret and apply policies and procedures independently, and use judgement and discretion to act when precedents do not exist.

Analyze and resolve difficult and sensitive situations.

Work confidentially with discretion.

Assemble diverse data and prepare reports.

Prepare and compose correspondence.

Perform various computer functions, including data entry and file management and manipulation.

Use and quickly learn new office support technology systems and software packages.

Train and provide work direction to others.

Operate a variety of office equipment including typewriter, calculator, printer, and computer terminal.

Understand and follow oral and written directions.

Make arithmetic calculations quickly and accurately.

Work independently with very little or no direction.

Plan and organize work.

Meet schedules and time lines.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years' college-level coursework in standard office procedures and practices with additional coursework in a field related to the area of assignment and four years'

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experience in an increasingly responsible administrative support position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; extensive public contact; possible exposure to dissatisfied individuals; frequent travel to meetings and events is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: Must be able to read and verify data and prepare various materials

Hearing: Must be able to exchange information on the telephone or in person

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