

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of assigned Vice President, perform a wide variety of difficult and highly complex administrative and secretarial duties; 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. 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 and secretarial 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 handle 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 four areas, each requiring unique characteristics, responsibilities, and tasks and each comprising an option. The positions are not interchangeable. The options include: Academic Affairs, Administrative Affairs, Student Affairs, Human Resources.

REPRESENTATIVE DUTIES:

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

Serve as a secretary to assigned Vice President, relieving the administrator of a variety of clerical, technical, and administrative duties; serve frequently as a liaison between the administrator and the public, students, staff, and other campus officials. *E*

Exercise judgment, diplomacy, and discretion in handling matters of a sensitive nature. *E*

Promote and maintain positive staff, student, and community relations. *E*

Communicate and assist in implementing administrative decisions. *E*

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*

Assist the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs. *E*

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*

Administrative Assistant (Confidential) - Continued

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*

Perform a variety of special projects; research applicable data and prepare reports. *E*

Prepare and assemble agenda materials; review and proof documents, contracts, and resolutions for accuracy, completeness, and conformance to applicable rules and regulations. *E*

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*

Establish and maintain complex, technical, and confidential files; maintain personnel files. *E*

Assist in preparing budget estimates; monitor budget expenditures. *E*

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*

Maintain electronic calendar; arrange and schedule a variety of meetings and conferences. *E*

Order and maintain office supplies. *E*

Select, train, and provide work direction to assigned office personnel. *E*

Participate on District-wide committees as assigned; represent the functional area to which assigned at conferences and on committees as assigned.

Establish new and revised office procedures as appropriate.

Perform related duties as assigned.

When assigned to Academic Affairs:

Work in conjunction with and provide assistance, direction, and support to instructional administrators; serve as recording secretary to academic councils and committees.

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

Assist in administration of District sabbatical leave, curriculum development, and staff development programs.

When assigned to Administrative Affairs:

Serve as District liaison in the District's self insurance program for Worker's Compensation and Property/Liability Insurance.

Reconcile District personnel and compute employee benefits for annual District budgets.

Administrative Assistant (Confidential) - Continued

When assigned to Student Affairs:

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

Serve as recording secretary for student services councils and committees.

Assist in administration of staff development funds.

Assist in communication and coordination to programs and services on campus; maintain strong linkages.

Interact extensively with students and dissatisfied/abusive students; alleviate angry situations.

Operate a variety of complex computer systems.

Develop standardized computer formats for division reports and publications.

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.

Develop and administer the Human Resources Office annual budget; monitor budget for income and expenditure compliance.

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

Prepares S.B. 160 Cost-Mandated annual report.

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.

Administrative Assistant (Confidential) - Continued

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.
Take and transcribe dictation at an acceptable rate of speed.
Train and provide work direction to others.
Operate a variety of office equipment including typewriter, calculator, printer, and computer terminal.
Type accurately at 70 net words per minute.
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 course-work in standard office procedures and practices with additional course work in a field related to area of assignment and four years increasingly responsible administrative secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

College or District office environment.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.
Hearing and speaking to exchange information on the telephone or in person.
Sitting or standing for extended periods of time.
Seeing to read and verify data and prepare various materials.

HAZARDS:

Extended periods of time viewing computer monitor.

Revised: October 2005
Johnson & Associates

GOVERNING BOARD APPROVED: October 12, 2005