

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY II

BASIC FUNCTION:

Under the direction of a Division Dean, support and assist the Dean, faculty and staff perform a wide variety of administrative and secretarial duties; serve as a liaison between the Division administrator, faculty, public, students, staff and other campus and community officials; plan, coordinate and implement on-going operations and activities of the Division office.

DISTINGUISHING CHARACTERISTICS:

The Administrative Secretary I classification reports to a classified Director or Associate Dean level. The Administrative Secretary II classification reports to a Dean level executive.

REPRESENTATIVE DUTIES:

Plan, schedule, perform a variety of secretarial duties to relieve assigned administrator of a variety of clerical, technical and routine administrative duties; serve as a liaison between the administrator and staff, public and other College personnel; oversee the daily operations of the office. *E*

Prioritize and coordinate office activities to assure timelines are met; coordinate communicate and disseminate information. *E*

Maintain records and inventory for Division equipment; assure security; make arrangements for routine maintenance of equipment and facilities. *E*

Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations. *E*

Proofread, edit and assist the administrator in the preparation and development of class schedules, class locations and work assignments as assigned for publication; may assist in facilitating campus programs or events. *E*

Answer questions and provide assistance to administrator, faculty, personnel, students and the public concerning a variety of functions related to the Division. *E*

Communicate and confirm assignments to full-time and adjunct faculty for day, evening, Saturday, TV College, Extension and San Ysidro Center as directed by the Dean. *E*

Train and provide work direction and guidance to office clerical personnel as assigned; select, train, evaluate and guide student workers; provide assistance to other Division staff as needed; recommend new and revised office procedures as appropriate. *E*

June 1996

Ewing & Company

Collect and compile statistical and financial data and other information for inclusion into special and periodic reports. *E*

Collect and process preliminary curriculum review and new curriculum proposals; edit College catalog sections pertaining to the Division to assure completeness and accuracy; implement catalog changes in class schedule and course outlines. *E*

Assist in the process of day/evening student evaluations; organize, coordinate and clarify the process for tenured/non-tenured review, peer evaluation, classroom visitations for full and part-time faculty; adhere to deadlines set by the Human Resources Office. *E*

Assist and provide input regarding discipline operation and other needs to Dean in the preparation of Division and discipline budgets. *E*

Prepare, process and distribute budget transfers; research and compile data necessary to purchase Division instructional and office equipment; monitor each discipline's projects and grants accounts and maintain budget expenditures. *E*

Coordinate activities of assigned office between the supervisor and staff, the public or other district or campus officials. *E*

Serve as liaison with Human Resource Office in regard to the appropriate budgets for faculty load/salary, schedule development, faculty schedules and contract generation. *E*

Receive, open and distribute mail; receive visitors, schedule appointments, screen visitors and telephone calls and refer to appropriate staff members. *E*

Operate computer terminal and related equipment for the preparation and maintenance of a variety of complex documents, correspondence, reports and related materials; input data and perform computer functions; update course files and various computerized files. *E*

Prepare and supervise absence reports for full-time and adjust faculty and classified employees; prepare, process and distribute hourly classified and student time-sheets and consultant contracts. *E*

Prepare agenda and handouts; schedule discipline meetings; assist in compiling research materials for annual long range planning development proposal. *E*

Distribute, monitor and collect rosters; serve as liaison between faculty, Admissions, Office of Instruction, San Ysidro Center, Extension, ROP and TV College to assure accuracy and completeness of all rosters. *E*

Transcribe communications; draft, prepare and edit a variety of correspondence, memoranda, reports and other materials; record and transcribe minutes; compose routine correspondence as assigned; type from rough draft or oral directions. *E*

Arrange and schedule a variety of meetings and conferences; operate and maintain electronic calendar; make travel arrangements and process District travel forms. *E*

Operate a variety of office machines and equipment, including word processor, printer, copier, calculator and dictating equipment. *E*

Prepare governing board items and prepare and process related documents.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operations, procedures, methods or precedence of designated Division office.

Office management principles and methods.

Modern office practices, procedures and equipment.

Operation/procedures of computer system and multiple computer software programs.

Record-keeping techniques.

English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Oral and written communication skills.

District organization, operations, policies and objectives.

ABILITY TO:

Perform complex secretarial assignments.

Assemble diverse data, prepare and compose reports, correspondence from oral and written directions and related materials.

Maintain complex and varied files and records.

Work independently with little direction.

Select, train, evaluate and provide work direction to student workers.

Plan, organize, coordinate, prioritize, perform and delegate work.

Analyze situations accurately and adopt an effective course of action.

Type accurately at 60 words net per minute.

Record and transcribe dictation at an acceptable rate of speed.

Interpret and apply specific rules, policies and procedures of the specific office or program to which assigned.

Operate a variety of office equipment including typewriter, calculator, copier, dictation equipment and computer.

Establish and maintain cooperative working relationships with others.

Train, lead and provide work direction and guidance to Division staff.

Work confidentially with discretion.

Demonstrate sound judgment in the application and interpretation of new and existing College policies and procedures.

Make simple arithmetic calculations.

Meet schedules and time lines.

Communicate effectively with others, both orally and in writing.

Prepare reports, correspondence and related materials.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college level course work in secretarial science and office automation equipment and two years secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer terminal and standard office equipment.

Hearing and speaking to exchange information on the telephone or in person.

Sitting for extended periods of time.

Seeing to read and prepare various materials.

HAZARDS:

Extended viewing of computer monitor.