

Citrus College

Position Description

Position: Administrative Secretary II	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 34

Summary

Performs a variety of technical, secretarial and administrative support duties for an administrator with substantial secretarial needs. Coordinates and performs administrative projects within an instructional division. Coordinates work flow and support activities for the office and often for related functions.

Distinguishing Career Features

The Administrative Secretary II represents an experienced position in a multi-level career path encompassing administrative and secretarial support. The Administrative Secretary I is the first level where positions usually support a single function under the direction of a manager or director. The Administrative Secretary is the second level and the starting job for new appointed incumbents who are reporting to an administrator or director with similar needs. Advancement to Administrative Assistant II requires at least two years as Administrative Assistant I at the College (or equivalent) and a demonstrated ability to perform workload computations for full-time equivalent faculty, participate in curriculum processes, and schedule and sequence the required reporting and other time sensitive activity.

Essential Duties and Responsibilities

- Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the division, with a basic understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Organizes work by researching and setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or time lines for projects, activities, and required submissions. Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.
- Provides administrative support to special processes such as, but not limited to committees and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.

- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Receives, handles and stores confidential information pertaining to the District or assigned department. Maintains confidentiality of private and sensitive information.
- Assists compiling information requests on behalf of other organizational units responsible for class schedule production processes.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, working with accounting staff to assure compliance.
- Prepares requisitions and claims for reimbursement. Resolves purchase order and contractual matters with vendors and other service providers.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a basic knowledge of the policies and procedures associated with the curriculum development and maintenance process. Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom data bases. Requires basic skill at facilitating small group problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires sufficient human relations skill to work cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

- **Abilities**

Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Requires the ability to learn, interpret, explain and apply knowledge of the District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details. Requires the ability to learn and apply techniques for curriculum development processes and recording and monitoring faculty workload information and processing payroll transactions. Requires the ability to prepare spreadsheets, graphs and charts. Requires the ability to learn and enter, import, and export data to and from databases within a reasonable time frame. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the organization unit.

- **Physical Abilities**

The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires the ability to retrieve work materials from overhead, waist, and ground level files. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

- **Education and Experience**

The position requires a high school diploma, one year of college level course work in secretarial sciences or a business related field, plus four years of progressively responsible secretarial experience. Associate's degree, preferred.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.