



Position Description

Position: Administrative Assistant, Confidential	Position Number: 485400
Department: Human Resources	FLSA: Exempt
Reports to: Director of Human Resources and District Chief Negotiator	Salary Range: 6

Summary

Under the general direction of the director of human resources, the position of administrative assistant provides complex, responsible, and confidential administrative functions, and serves as confidential assistant to the administrator and the District's negotiating teams. Under the direction of the ETOC co-chairs, this position coordinates the complex and confidential faculty evaluation process. This position handles multiple tasks simultaneously in a high volume, stressful environment, and independently manages and coordinates a variety of projects and tasks.

Essential Duties and Responsibilities

- Perform administrative office tasks for the administrator including maintaining a calendar, scheduling appointments, distributing of incoming and outgoing mail, transmitting phone messages, maintain confidential records, maintain accurate filing system, compose outgoing correspondence, interpret policies, regulations and operational procedures to staff, students, and community members.
- Research, analyze and assemble data from OCB (as well as other sources), and prepare confidential reports for the District's chief negotiator and negotiating teams, and the board of trustees.
- Research, analyze and assemble data from OCB for salary surveys, job descriptions, contract language, queries, etc. Post and maintain up-to-date Citrus College labor union contracts, salary schedules and other appendices, job descriptions, and other documents relative to contract negotiations for use by statewide OCB members in negotiations preparations.
- Perform confidential administrative support in the investigation of sensitive and confidential matters (i.e., grievances, disciplinary actions, negotiations, harassment claims, etc.), coordination and scheduling of interviews, preparation and distribution of reports, recommendations, and outcomes.
- Research and prepare documentation for subpoenas of employment and worker's compensation records.
- Bi-annually create the faculty evaluation schedule, coordinate and monitor the process of the evaluation procedure for all full-time tenure, pre-tenure, and part-time faculty.
- Prepare documentation for budget control and District requisitions for the human resources department, and monitor expenses.
- Annually coordinates and manages all aspects of the Registry job fair.
- Works independently and without supervision as an active member of the administrator's office and performs others duties as assigned to support the overall objective of the office.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of certificated and classified hiring policies and procedures.
- Knowledge of rules and regulations governing fair labor and employment practices.



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- Knowledge of budget management, travel, rules, regulations, laws, and policies and procedures governing the District.
- Knowledge of proper budget management techniques.
- Knowledge of Microsoft office suite.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Work cooperatively with others.
- Operate in a confidential professional environment.
- Communicate effectively, both in writing and orally.
- Work effectively with a diverse population.
- Function independently with minimal supervision.
- Perform consistently under the pressure of deadlines and other administrative demands.
- Use effectively a personal computer and a variety of job-related software applications.
- Perform complex and responsible secretarial tasks and assist with administrative duties.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written directions.
- Type at 60 words net per minute from clear copy.
- Compose and edit a variety of correspondence and documents.
- Establish and maintain effective working relations with others exhibiting strong "people skills."
- Use independent judgment and organizational skills to simultaneously manage and prioritize multiple tasks.
- Meet schedules and timelines with a diverse workload.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Use independent judgment and human relations skills to analyze situations accurately and adopt an effective course of action.
- Complete work with many interruptions and pressures.
- Operate a variety of office equipment such as voice recorder, computer, calculator, FAX and copier, particularly exhibiting strong skill in computer application programs.
- Make arrangements for meetings, workshops, and conferences, including travel.
- Maintain a variety of files, records and statistics.
- Take compose, and distribute minutes of meetings, including confidential negotiations sessions.
- Train and provide work direction to others.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.



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Education and Experience

- Possession of a high school diploma college-level coursework in secretarial sciences or related field, four years of increasingly responsible secretarial or administrative assistant experience. Experience and active participation in collective bargaining, and at least one year of experience in an educational environment preferred.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.