



Position Description

Position: Administrative Assistant, Confidential	Position Number: 485401
Department/Site: Superintendent/President's Office	FLSA: Exempt
Evaluated by: Superintendent/President	Salary Range: 6

Summary

Under the general direction of the superintendent/president, the administrative assistant provides complex and specialized administrative and secretarial functions. Serves as confidential assistant to the administrator and assists in the organization of activities for the administrator's office. Handles multiple tasks simultaneously in a high volume workload and stressful environment.

Essential Duties and Responsibilities

- Perform administrative office tasks including maintaining a calendar, scheduling appointments, distributing incoming mail, transmitting phone messages, maintaining confidential records.
- Maintain accurate filing system.
- Compose correspondence.
- Interpret and communicate policies, regulations, and operational procedures to staff, students, and community members.
- Act as recording secretary for the Steering Committee. Coordinate, prepare, and distribute agendas in accordance with the Brown Act regulation, attend, take and prepare minutes for the shared governance committee of the District.
- Coordinate the development of new and revised Board policies and regulations and accurately maintain historical records.
- Create, distribute, and maintain administrator on duty calendars and instructional handbook.
- Create documentation for superintendent/president's travel. Arrange air, hotel, car rental reservations, and complete and submit expense report.
- Create and maintain a database for honor roll letters from the board of trustees.
- Create and maintain a database of statewide community colleges, local school districts, and community contacts.
- Create and maintain the complete list of campus committees.
- Serve as District liaison in providing the facility and catering for yearly music scholarship luncheons.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of the Brown Act and Roberts Rules of Order, and parliamentary procedures.
- Knowledge of policies and procedures governing the District.
- Knowledge of computer software programs such as Excel, Word, Publisher, Outlook, and Visio.
- Knowledge of proper budget management techniques.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.



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- Work cooperatively with others.
- Operate in a confidential professional environment.
- Communicate effectively, both in writing and orally.
- 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.

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.

Education and Experience

- Possession of a high school diploma. Five years of increasingly responsible secretarial experience. Experience in customer service, secretarial, administrative support, and computer technology, and budget management in an education environment. Post-secondary education in business, secretarial science or related field is preferred.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.



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