



## POSITION DESCRIPTION

Administrative Assistant – Superintendent/President - Confidential

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**Position** ..... Administrative Assistant – Superintendent/President - Confidential  
**Department/Site** ..... Office of the Superintendent/President  
**FLSA** ..... Exempt  
**Evaluated by** ..... Superintendent/President and Executive Assistant  
**Salary Schedule** ..... Supervisor/Confidential  
**Salary Range** ..... 06

### **Summary**

Under the general direction of the Superintendent/President and the Executive Assistant, the Administrative Assistant performs a variety of technical and complex administrative support duties. The Administrative Assistant serves as a confidential assistant to the Superintendent/President and, as such, must maintain a high level of professionalism and confidentiality of private and sensitive information including information related to the District's employer-employee relations. The Administrative Assistant handles multiple tasks simultaneously in a high-volume workload and fast-paced environment. This is a confidential position.

### **Essential Duties and Responsibilities**

- Performs administrative tasks for the Superintendent/President including office reception, maintaining calendars, scheduling appointments, distributing incoming and outgoing mail, transmitting phone messages, maintaining confidential records, maintaining an accurate filing system, composing outgoing correspondence, interpreting policies procedures to staff, students, and community members.
- Receives, handles, and stores confidential information pertaining to the Superintendent/President's office, including information related to the District's employer-employee relations. Maintains a professional, high level of confidentiality of private and sensitive information.
- Makes hotel, conference, and travel reservations as directed.
- Arranges meetings and coordinates hospitality as needed.
- Coordinates events involving the Superintendent/President's Office with other departments and outside vendors.
- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the office with a working understanding of functions and procedures of campus divisions.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and the college. Interprets and conveys policies and procedures. Applies professional judgement when referring extremely difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and academic calendars and cycles. Establishes and works within timelines for projects, activities, and required submissions.
- Coordinates 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, cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.



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- Takes notes and transcribes proceedings, as required. Types (keyboard) from rough drafts or verbal instructions a variety of materials such as, but not limited to, letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine matters.
- Coordinates, prepares, and distributes agendas in accordance with the Brown Act regulations; attends meetings, takes, and prepares minutes related to grievances or shared governance committees.
- Prepares board agenda items, agreements, and contracts as directed. Prepares agreements and contracts for services as needed. Processes contract documents for approval and distributes executed contracts.
- Maintains and initiates the update of board policies and administrative procedures, coordinates the development of new and revised board policies and administrative procedures, and maintains the official record of board policies and administrative procedures.
- Performs special projects as directed.
- Assists the Superintendent/President with development of the office's budget proposals; maintains 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.
- Assists the Executive Assistant in preparing for board meetings. Serves as the substitute Executive Assistant when needed.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts. Coordinates with the Accounting Department staff to assure compliance. Prepares requisitions and claims for reimbursement.
- Prepares periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepares financial reports for state and local agency requirements.
- Trains, assigns, prioritizes, and reviews work of other staff, students, and temporary help.
- May maintain the office's website.
- Maintains and files correspondence.
- Orders and maintains office supplies.
- Maintains positive working relationships with other departments on campus.
- Creates an atmosphere of inclusiveness, collegiality, and supports the goals of participatory governance.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- Requires knowledge of budget management practices, travel, rules, regulations, laws, and policies and procedures governing the District.
- Requires the knowledge and skill to function in a confidential professional environment.
- Requires the ability to perform consistently under the pressure of deadlines and other administrative demands.
- Requires the ability to perform technical, complex, and responsible administrative support tasks and assist with administrative duties.
- Requires the ability to interpret, apply and explain rules, regulations, policies and procedures.
- Requires the ability to use independent judgment and organizational skills to simultaneously manage and prioritize multiple tasks and meet schedules and deadlines.



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- Requires the ability to maintain a variety of record- types and prepare reports as requested.
- Requires a high degree of professionalism and confidentiality.
- Requires the ability to use independent judgment and human relations skills to analyze situations accurately and adopt an effective course of action.
- Requires the ability to complete work with many interruptions and pressures.
- Requires the ability to operate a variety of office equipment such as, but not limited to, audio recorder, personal computer, calculator, and copier technology.
- Requires the ability to make arrangements for meetings, workshops, and travel/conferences.
- Requires the ability to train and provide work direction to others as needed.
- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of personal computer-based software programs and office applications that support this level of work, including but not limited to word processing, spreadsheets, presentation graphics, applicable software applications, data entry into custom databases, and the use of enterprise resource planning (ERP) software to generate reports and requisitions.
- Requires skill at facilitating group problem-solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.
- Requires the advanced skills to independently compose and edit a variety of correspondence and documents.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, policies, procedures, unique terminology used in the organization, and labor agreements to support an administrator or program director in a variety of administrative areas as needed.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- 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 utilizing patience, compassion and courtesy, and in a manner that reflects positively on the administrator's office and the District.
- Requires the ability to work effectively in a shared governance environment and work cooperatively with others.
- Requires the ability to foster and support an inclusive and welcoming work and educational environment.

### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and four years of administrative assistant experience; or, in the absence of an associate degree,



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or the completion of at least sixty (60) college-level semester units, six (6) years of administrative assistant experience.

- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.