

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

DEFINITION:

Under general direction, to provide secretarial support and administrative assistance to the College Superintendent/President, the Board of Trustees, and other committees; to record and maintain official minutes of governing board and other meetings; to relieve the executives of routine office details; to provide staff assistance on a variety of matters; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This classification is distinguished from other secretarial and administrative support jobs by its accountability to the Superintendent/President and governing board, and the duties and contacts associated with those roles.

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Reviews incoming correspondence and email, routes to others where appropriate, locates and attaches pertinent materials, and composes draft responses independently or from brief instructions;
- Screens visitors, telephone calls and voice mail, refers callers to other staff, or personally determines appropriateness of disclosure and provides information on established program and policy issues; relays Superintendent's directions and key information to other college staff;
- Schedules meetings and appointments and maintains calendars for the Superintendent/President; makes room, food and related arrangements for a variety of meetings;
- Types, word processes, edits, revises and compiles a variety of administrative and confidential materials, correspondence, reports, and presentations;
- Attends Board of Trustees, College Council, and related meetings and committees; tapes or takes and transcribes minutes; carries out required actions such as preparation of resolutions, obtaining signatures, and filing and handling of minutes, records and actions;
- Prepares, compiles materials for, assembles, distributes and/or posts Board and other meeting agenda and information packages; calendars Board meetings;
- Provides a variety of other staff support to boards and committees;
- Maintains the District Policy Manual;
- Assists in developing the budget for the President's office, prepares projections, and monitors and maintains budget as approved;
- Provides staff assistance such as gathering facts and materials, researching, compiling summarizing and analyzing information, processing and correlating data, and related assistance;
- Establishes and maintains confidential filing systems and official records, and ensures their security;
- Performs a variety of other responsible secretarial and clerical work including: orders and maintains supply inventory, coordinates duplication and distribution of documents, maintains files, records and contacts; picks up and delivers materials;
- Creates and edits the campus newsletter;

- Notarizes documents as a registered Notary Public.

MINIMUM QUALIFICATIONS:

Knowledge of:

Modern office methods, procedures, supplies and equipment, including filing system development and maintenance, and telephone reception.

Personal computer applications including word processing, spreadsheets, and graphics.

English grammar, spelling, punctuation and composition.

Formats and requirements for various reports, forms and correspondence.

Business arithmetic.

Skill in:

Typing at a net rate of 60 words per minute from clear copy.

Rapidly and accurately transcribing from tape.

Composing correspondence, memos and other materials.

Operating personal computer applications software for word processing, spreadsheets, desktop publishing, and campus specific software.

Interpreting and applying procedures and regulations.

Effective oral and written communications.

Establishing and maintaining effective working relationships with those contacted in the course of the work, including administrators, Board members, and external agencies.

Prioritizing workload, meeting multiple concurrent deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours; current registration as a Notary Public. As an exempt employee, the incumbent may be asked to work variable schedules.

ILLUSTRATIVE EDUCATION AND EXPERIENCE: A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional secretarial coursework, and five years of increasingly responsible typing and clerical work, at least two years of which shall have been a responsible secretarial capacity supporting (a) management or executive position(s). Community college experience is preferred.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting but includes travel between college locations.