

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Administrative Assistant

**Unit:** Supervisory and Professional

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**Job Code:** D1720  
**Original Date:** 01/1991  
**Last Revision:** 12/2017  
**Staff Type:** Classified  
**FLSA status:** Exempt  
**Salary Level:** 07

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### **DEFINITION**

Under the direction of the Vice Chancellor, perform a wide variety of difficult and complex administrative and secretarial/clerical tasks and provide direction to staff and management on issues not requiring the immediate attention of the Vice Chancellor; deal with and resolve the less complex issues and routine administrative duties. Perform independently in managing and coordinating the office functions in a centralized department to ensure accurate and timely completion of tasks. Coordinate high-level department projects. Supervise the work of assigned staff within the department and assure efficient and effective office operations.

### **DISTINGUISHING CHARACTERISTICS**

The class of Administrative Assistant reports to a District Vice Chancellor. This class requires a substantial amount of tact, independence, judgment, and initiative. Authority to make commitments and take responsibility for such decisions as well as delegation of the more standard administrative duties characterize this level of administrative support staff. Incumbents provide administrative support and direction to management and staff within the assigned department and relieve the Vice Chancellor of routine administrative details. The duties and responsibilities are somewhat similar to that of an Executive Assistant to the President/Executive Vice Chancellor, encompassing difficult, complex, and confidential secretarial and administrative functions and support of projects and operations of the administrator. The class of Executive Assistant to the President/Executive Vice Chancellor reports to a College President or an Executive Vice Chancellor. The class of Senior Office Manager has duties and responsibilities very similar to Administrative Assistant except there are less secretarial duties and much more staff supervision and office management. Incumbents in the Senior Office Manager class provide office coordination and supervision of daily operations and services.

### **EXAMPLE OF DUTIES**

1. Schedule, organize, oversee, coordinate, and manage the day-to-day activities and operations of a large complex centralized office. Perform a wide variety of difficult and complex administrative, secretarial/clerical, and operational duties requiring careful coordination and direction.
2. Act as the primary point person for the department for both internal and external customers and serve as a liaison between the Vice Chancellor and all levels of academic and classified staff, legislators, and representatives from government and community agencies, private business, industry, the media, and the general public; promote and maintain positive staff relations and good public relations with the community. Communicate information in person or by telephone where sound judgment and interpretation of policies and regulations are necessary. Direct inquiries to proper person or department for resolution of issues.
3. Compose a variety of correspondence independently; prepare and edit documents and forms; collect and compile statistical and financial data and other information for inclusion into special and periodic reports; review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
4. Prepare agendas and assemble materials for a variety of meetings; record and transcribe minutes and follow up on agenda items, as necessary.
5. Assist the administrator in developing procedures to expedite transmittal of information or facilitate

- implementation of policies and programs. Assist in the development of grant proposals and Board docket items; advise on procedures to be followed; create and/or collect supporting material.
6. Process regular and substitute employees through the District personnel system; prepare or direct preparation of personnel/payroll documents; coordinate and schedule facilities usage; monitor other department matters on behalf of the Vice Chancellor; arrange travel and reservations for staff members for meetings and conferences as necessary; develop itinerary and make travel arrangements.
  7. Prepare and submit department budget for approval by the Vice Chancellor; recommend budget revisions and expenditures; monitor budget and expenditures; review periodic budget reports to compare actuals against forecasts; provide explanations of variances and make budgetary transfers as necessary. Approve designated administrative purchases and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust, and contingency accounts.
  8. Supervise, train, and provide work direction and guidance to assigned staff; coordinate office assignments and work activities; screen, interview, and make employment recommendations; evaluate and document performance of classified staff; recommend disciplinary action as appropriate.
  9. Independently provide information and assistance to others in locating, communicating, and interpreting District and department policies and procedures; exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other laws.
  10. Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records for certificated and/or classified staff; maintain special confidential correspondence, personnel, and administrative files. Assure timely preparation and maintenance of appropriate records, reports, statistics, and documentation. Act as the 'Keeper of the Keys' for the department.
  11. Screen telephone calls; greet and direct visitors, employees, and the public; refer matters to the Vice Chancellor or appropriate staff members as necessary. Maintain Vice Chancellor's appointments with students, faculty, administrators, and the general public.
  12. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Applicable sections of California Education Code.
- Basic principles of accounting and bookkeeping.
- Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communication skills.
- Principles and practices of administration, supervision, and training.
- Principles and practices of office management and records maintenance.
- Procedures and practices used in budget analysis, preparation, and maintenance.
- Record-keeping techniques.

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.

Assemble diverse data and prepare reports.  
Communicate effectively both orally and in writing.  
Compose difficult correspondence independently.  
Coordinate special events.  
Deal with constant interruptions.  
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.  
Effectively relieve the manager of routine administrative details.  
Establish and maintain effective working relationships with others.  
Exercise judgment and discretion in handling confidential and sensitive matters.  
Interpret, explain, and apply complex District and campus laws, rules, policies, and procedures as well as Ed Code regulations.  
Learn quickly to apply specific rules, policies, and procedures of the specific office or program to which assigned.  
Maintain complex interrelated files and records.  
Maintain composure during stressful and urgent situations.  
Make simple arithmetic calculations.  
Meet schedules and time lines.  
Operate computers and business-related software, including word processing, spreadsheets, and databases.  
Operate a variety of standard office machines and equipment.  
Perform difficult and complex secretarial and clerical work.  
Plan and organize work.  
Prepare and maintain budget documents.  
Supervise, train, and provide work direction to others.  
Type/keyboard at 65 words per minute.  
Understand and follow oral and written directions.  
Work confidentially with discretion.  
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: graduation from high school and five years of increasingly responsible secretarial experience including at least two years in an educational setting with a minimum of one year lead and/or supervisory experience.

**WORKING CONDITIONS**

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.