

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Administrative Assistant IV

Unit: Office Technical

Page: 1 of 2
Job Code: J1160
Original Date: 01/1991
Last Revision: 12/2020
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under direction of an assigned manager, perform a wide variety of complex clerical and administrative support duties. Incumbents under the direction of a Dean or assigned manager of Instructional Services, develop and maintain class schedules in the Campus Solution module, run reports, and perform continuous audits of faculty paid hours.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant IV classification is the fourth level in the Administrative Assistant series that is comprised of five (5) levels. Incumbents allocated to this class report to a Dean or equivalent-level manager. A wide variety of administrative support and clerical tasks are assigned, similar to the class of an Administrative Assistant II, but they require judgment and initiative on the part of the incumbents over a broader range of situations and alternatives than that required of an Administrative Assistant II. Responsibility for decisions and consequence of errors are also typically greater in the Administrative Assistant IV classification. Incumbents may provide work direction and guidance to other clerical positions assigned to the department or working closely with the program.

EXAMPLE OF DUTIES

1. Serve as an administrative assistant to a Dean or equivalent-level manager, relieving the manager of a variety of clerical and routine technical and administrative duties.
2. Develop, maintain, and complete class schedules; enter faculty instructional assignments in the Campus Solution module; track and update instructor data; build, calculate and manually track classes with dynamic dates; run queries and ensure correct class data and enrollment; and entering appropriate financial coding (SFIN) assigned to particular classes.
3. Calculate and run continuous audits to ensure accurate faculty paid hours; collaborate with Payroll Department to correct inaccurate paid hours; initiate and process new hire on-boarding paperwork; audit assignment acceptance & rejections; and prepare adjunct Personnel Action Sheet (PAS).
4. Establish and maintain positive staff and public relations. Serve as liaison between the manager and staff, the public, industry, and other district or campus offices. Assist faculty, staff, and students with administrative problems.
5. Arrange, update, modify, and schedule a variety of meetings and conferences. Record, type, and distribute meeting notes and other information, including material of a confidential nature.
6. Collect and compile statistical and financial data and other information for inclusion into special and periodic reports.
7. Establish and maintain complex, interrelated record-keeping systems. Review and proofread documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations. Input, modify, and update data in systems and records as necessary.
8. Prepare a variety of correspondence, agendas, reports, and other materials using word processing, spreadsheet, and database applications.

9. Compose correspondence; report information in person or by telephone where judgment, knowledge, and interpretation of policies and regulations may be necessary.
10. Receive, open, and distribute mail; identify and refer matters to the assigned manager in order of priority.
11. Schedule appointments; greet visitors or callers and handle their inquiries or direct them to the appropriate persons.
12. Review reports and maintain records of expenditures; assist in preparing budget estimates and monitor budgets of assigned area.
13. Train and provide work direction and guidance to clerical staff. Provide support to faculty and adjuncts for census, grades, permission numbers, assignment acceptance, and time reporting codes.
14. May recommend clerical appointments and improved office procedures. May provide input to staff evaluations.
15. Order and maintain office supplies.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code and State regulations.
- Basic principles of employee training and work direction.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Record-keeping techniques.
- Technical aspects of program's department operations.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Learn to apply rules, policies, and procedures of the specific office or program to which assigned.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate a variety of office machines and equipment, including computer hardware and software.
- Perform responsible and complex administrative support and clerical work with speed and accuracy.
- Plan and organize work.
- Provide input into the evaluation process as requested.
- Relate effectively with people from varied cultural and socio-economic backgrounds.
- Train and provide work direction to others.
- Type/keyboard at 60 words per minute.
- Understand and follow oral and written directions.
- Use computer applications, including word processing, spreadsheets, and databases.
- 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 three years of increasingly responsible administrative support and clerical experience. One year of experience in an educational setting is desirable.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.