

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE ASSISTANT/PRESIDENT'S OFFICE

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a variety of responsible administrative, secretarial and clerical duties in support of the Superintendent/President; to research and compile data for various reports; and to provide information and assistance as directed by the Superintendent/President.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Assistant to President/Governing Board.

May exercise functional and technical supervision over classified hourly, volunteer or student staff.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.

Essential Functions:

1. Perform a variety of responsible secretarial duties for the Superintendent/President involving independent judgment and personal initiative.
2. Type/word process and proofread a wide variety of reports, letters, memoranda and statistical charts; type/word process from rough draft or verbal instructions; independently compose and prepare reports as assigned.
3. Participate and assist in the administration of the President's Office; research, compile, analyze and summarize data for special projects and other assigned projects.
4. Screen office and telephone callers; respond to and resolve complaints and requests for information on regulations, policies and procedures relating to the president's office.
5. Attend a variety of meetings; take and transcribe minutes; type and assemble final reports, newsletters and other materials; edit, proofread, verify and review reports for completeness and conformance with established policies and procedures.
6. Maintain a calendar of activities, meetings and various events for the Superintendent/President; coordinate activities with other campus departments and outside agencies; arrange travel plans.
7. Operate a variety of office equipment including copiers, facsimile machines and computers; input and retrieve data and text.

PALOMAR COMMUNITY COLLEGE DISTRICT
Administrative Assistant/President's Office (Continued)

8. Operate applicable software applications to perform a variety of tasks including word processing, sending and receiving e-mail and accessing the Internet.
9. Receive and transcribe dictation of letters and memoranda, including material of a confidential nature.
10. Requisition office supplies and materials and maintain proper inventory levels; prepare expense reports and receipts for reimbursements; monitor expenditures and budgets for the President's Office; assist with annual budget.
11. Calendar with the President's schedule and location.
12. Provide work direction and training to student workers.
13. Perform other duties as assigned.

Marginal Functions:

1. May assist in the interviewing, hiring, training and performance evaluations for classified hourly, volunteer or student staff.

QUALIFICATIONS

Knowledge of:

Modern secretarial and administrative support techniques.
Modern office procedures, methods and computer equipment.
Applicable computer software applications.
Principles of business letter writing and basic report preparations.
Principles and procedures of record keeping.
Principles and procedures of financial record keeping and reporting.
English usage, spelling, grammar and punctuation.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles of training and providing work direction.

Ability to:

Perform secretarial and administrative assistance duties requiring independent judgment
Maintain and update a variety of confidential files and records.
Independently prepare correspondence and memoranda.
Maintain a calendar of activities and schedule meetings appropriately.
Prioritize tasks and follow through on projects.
Operate office equipment including computers and all applicable computer software applications.
Type and word-process at a speed necessary for successful job performance.
Respond to difficult requests and inquires form students, faculty and staff and the public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative-working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

PALOMAR COMMUNITY COLLEGE DISTRICT
Administrative Assistant/President's Office (*Continued*)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial experience.

Education/Training:

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in business administration or related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment: exposure to computer screens, extensive contact with staff and outside vendors, may travel to various locations.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; extensive verbal and electronic communication with systems users; moderate or light lifting.