

PALOMAR COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE ASSISTANT

DEFINITION

Under the direction of a Vice President, provide complex secretarial and administrative support to the head of a major functional area of the District; organize and coordinate office activities and communications; train and review the work assigned student clerical personnel.

ESSENTIAL FUNCTION 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.

1. Organize and manage the day-to-day activities of the assigned administrative office to assure efficient and effective office operations; organize and coordinate office activities and communications; perform complex duties to assist the administrator with details.
2. Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of an assigned area of educational administration; perform duties with substantial initiative and judgment to attend to issues in the absence of the Vice President as authorized.
3. Serve as office manager for the administrator; greet visitors and answer telephones; organize and establish filing and record keeping systems; sort mail and correspondence for administrator's personal reply or signature in order of priority.
4. Train and direct student and short-term workers as assigned; organize, coordinate and oversee office workflow; assure completion of clerical assignments in accordance with established time lines and approved procedures.
5. Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public.
6. Coordinate and process various special projects and programs for the Vice President and the division; communicate policies and procedures with faculty, administration and staff; evaluate documents for completeness and accuracy.
7. Screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments, interviews and meetings and maintain administrator's calendar; arrange travel reservations and accommodations.
8. Compose, type and prepare Board actions for assigned area in accordance with established formats; compile and organize appropriate background materials.
9. Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations; relay information, messages and directives from the administrator.
10. Conduct and participate in division secretarial meetings; assist with communications and promoting staff effectiveness and efficiency.

PALOMAR COMMUNITY COLLEGE DISTRICT
Administrative Assistant (*Continued*)

11. Operate a computer terminal, microcomputer and peripheral equipment to enter data, maintain records and generate reports; utilize word processing, spreadsheet, database and other software as required by the position.
12. Type a variety of correspondence, reports, forms, contracts, lists, requisitions, memoranda, letters and other documents; format, proofread and prepare materials on a typewriter, word processor or computer equipment.
13. Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions; determine appropriate format and presentation.
14. Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information, including information regarding Board, District, personnel, student, collective bargaining or controversial matters.
15. Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required; inspect documents, forms, records and other materials for accuracy and completeness; process forms and documents according to established procedures.
16. Prepare agenda items for Division meetings; attend, participate and take and transcribe minutes and distribute to appropriate personnel.
17. Requisition office supplies and materials and maintain proper inventory levels; monitor and control assigned budgets; assist division personnel in the development and allocation of budgets and expenditure of funds; inspect and resolve discrepancies in account balances with District printouts.
18. Operate a variety of office equipment, including a personal computer, computer terminal, typewriter, fax machine, copier and dictation equipment.
19. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Organization, policies and procedures of an assigned area of educational administration.

Modern office practices, procedures and equipment.

Automated equipment and advanced operating procedures of word processing and spreadsheet software applications.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Policies and objectives of assigned program and activities.

Principles of training and providing work direction.

Applicable sections of State Education Code and other applicable laws, including the Privacy Act.

Administrative analysis and report writing techniques.

Budget preparation and monitoring and control methods and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Public relations techniques.

Record-keeping techniques.

PALOMAR COMMUNITY COLLEGE DISTRICT
Administrative Assistant (*Continued*)

Ability to:

Perform complex and responsible secretarial and administrative support duties.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a computer terminal to enter data, maintain records and generate reports.
Establish and revise priorities and policies of clerical work and office activities.
Organize, coordinate and oversee office activities.
Work confidentially with discretion.
Type at 60 words net per minute from clear copy.
Take dictation at 90 words per minute and transcribe accurately.
Work independently with little direction.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and timelines.
Analyze situations accurately and adopt an effective course of action.
Make decisions in procedural matters without immediate supervision.
Communicate effectively both orally and in writing.
Complete work with many interruptions.
Operate a variety of office equipment such as typewriter, word processor, computer terminal, calculator, copier and dictation equipment.
Make arrangements for meetings, travel and conferences.
Maintain a variety of records including statistical and financial data.

EDUCATION AND EXPERIENCE

Any combination equivalent to an Associate's degree in secretarial science or related field and four years increasingly responsible secretarial experience, including experience in an administrative office operating automated equipment and systems.

WORKING CONDITIONS

Office conditions; subject to constant interruptions and irate students and parents.