

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **CAMPUS SERVICES ASSISTANT**

*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 respond to emergencies during evening and weekend classes and assist in utilizing correct emergency procedures; to provide secretarial support to evening administrators; to coordinate college facilities requests by outside organizations; and to serve as a liaison between all departments and faculty after normal office hours.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Manager Instructional Operations & Services or assigned management staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Respond to emergencies in the absence of administrators; dispatch Campus Patrol staff as needed; coordinate Campus Patrol assistance in parking lots including car problems, lock-outs, thefts, disturbances and escort services.
2. Dispatch security guards; coordinate the provision of assistance to staff in securing classrooms, unlocking doors and posting information on classroom doors regarding changes.
3. Monitor two-way radios used by emergency contact staff; communicate with emergency staff and assist in the assessment of emergency situations.
4. Receive, evaluate and coordinate the delivery of emergency messages to students and staff.
5. Maintain, revise and update emergency handbooks for reference as needed.
6. Provide assistance, secretarial support and information to assigned administrator; assist in making decisions with problems concerning students and staff.
7. Respond to requests and inquiries from students and staff for a variety of information relating to college policies, procedures and programs; resolve complaints from students and staff.
8. Serve as a liaison between adjunct faculty and their assigned departments; provide assistance in communications, cancellations, room assignments, photocopying and provisions for supplies.

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9. Assist in scheduling administrators for evening and weekend duties; maintain administrator calendar; maintain records of faculty and administrator absences and submit to payroll services.
10. Assist in administering student evaluations of instructors during evening classes; deliver confidential student evaluations to appropriate staff.
11. Coordinate the use of college facilities by outside organizations; accept and process applications; coordinate provisions for services of all college staff involved in determining fees, availability, insurance requirements and final approval.
12. Maintain master calendar of college facilities usage; deposit fees for facilities usage; prepare facility activity reports as required and distribute to the President's Office and Governing Board.

**Marginal Functions:**

1. Assist in the coordination of special activities and events including faculty orientations, seminars and meetings.
2. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles and procedures of providing emergency services.  
General college policies, procedures and programs.  
Methods and techniques of phone etiquette.  
Methods and techniques of operating two-way radios.  
Modern office procedures, methods and equipment including computers.  
English usage, spelling, grammar and punctuation.  
Principles of business letter writing and basic report preparation.  
Principles and procedures of record keeping.  
Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Respond to emergency situations and adopt appropriate course of action.  
Operate and maintain two-way radios, pagers and cellular telephone communication systems.  
Provide secretarial support to assigned evening and weekend administrators.  
Coordinate and schedule college facilities for use by outside organizations.  
Operate District electric carts as required.  
Operate office equipment including computers and supporting word processing and spreadsheet applications.  
Type at a speed necessary for successful job performance.  
Respond to requests and inquiries from administrators, faculty, staff, students and general public.  
Work independently in the absence of supervision.  
Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

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**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:**

Two years of increasingly responsible clerical experience with frequent public contact.

**Training:**

Equivalent to the completion of the twelfth grade. Supplemented by college level course work in business administration or a related field.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid certification for driving electrical carts from the Office of Safety and Security.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with staff and students.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; communicating information to staff and students; operating motorized vehicles.