



Classification Title: Division Administrative Assistant

Department:	Multiple	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	An Assigned Dean, Instructional or Dean, Counseling Services	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2016

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 by individual positions.

JOB SUMMARY.

Performs difficult, sensitive and confidential administrative support duties for an assigned dean; creates and maintains department or program-specific tracking systems, reports, records and files required for work processes; provides resources, information and training to department chairs, directors and instructional and non-instructional staff; provides lead-level guidance to Academic Department Assistants (ADAs) and lower-level support staff, and may lead the work of student workers.

DISTINGUISHING CHARACTERISTICS.

The Division Administrative Assistant is distinguished from other administrative classes by its responsibility for providing specialized administrative support to an instructional division or the Counseling Services division such as budget monitoring, scheduling classes, calculating faculty loads and contracts and arranging facility use, in addition to performing a variety of difficult, sensitive and confidential support services for a dean.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs, with a significant degree of independence, difficult, technical and administrative work in support of division programs, functions and processes; using standard office software, composes and/or types memoranda, correspondence, meeting minutes, reports, agreements, contracts, presentations, spreadsheets, forms and other documents, often of a sensitive and confidential nature; proofreads and checks all paperwork requiring the dean's signature for accuracy, completeness and compliance with District standards, policies and procedure.
2. Acts as a liaison in coordinating division matters between the dean's office and administration, other deans, department chairs, directors, students, faculty, staff and the public; prepares and distributes agendas for meetings; tracks action items and prioritizes requests by departments; follows up on various assignments to ensure that needed action is taken; responds independently to a variety of division matters over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; researches requests or complaints and refers matters to appropriate division staff and/or takes or recommends action to resolve issues; researches and provides documentation in response to California Public Records Act requests for division.
3. Runs, aggregates and analyzes a variety of class schedule reports for upcoming semesters and instructional periods using the District's enterprise software; assists ADAs with integration of multiple factors including expected enrollments, availability of full- and part-time faculty, classroom space, available budgets, class times of course

offerings, lecture/lab requirements, availability of prerequisites, variable units and other course configuration variables to draft schedules for the dean's review; identifies and resolves issues regarding time and availability of rooms, scheduling conflicts and problems; receives and verifies scheduling information from the dean and incorporates appropriate changes; ensures accuracy of schedules, adequate enrollments, and instructor workload and payroll data.

4. Coordinates and prepares instructional assignments for full- and part-time instructors; calculates faculty load and office hours and obtains signatures for load contracts; prepares, reconciles and maintains division payroll, attendance and time off accounts, records and reports; monitors faculty and instructor hours for compliance with contracts and overload rules; prepares and maintains confidential personnel records and files; coordinates paperwork and tracking of sabbatical and other paid leaves; schedules and coordinates class observations and review meetings with faculty.
5. Assists the dean in developing and monitoring division and grant budgets; creates budget expenditure forecasts; prepares and updates spreadsheets to maintain and reconcile account balances and to track and monitor expenditures throughout the year; researches and corrects discrepancies; prepares and routes check requests for approval; coordinates division travel approval, waivers and expense processing; prepares expense reports and projections; reconciles Cal Card statements and expense reports; processes budgetary adjustments and transfers when warranted; maintains a variety of tracking databases and files for division, departments, fees, materials, programs and activities; prepares or collects data for statistical, financial, enrollment and division activity reports.
6. Provides lead work guidance to ADAs; ensures completeness, accuracy and conformance with District and divisional standards; provides information, guidance and training on work processes, fiscal coding, tracking and reporting, and technical procedures; resolves or escalates ADA problems related to budget, division operations, scheduling and employment-related issues to the appropriate departments or individuals.

Marginal Functions:

1. Organizes, maintains and updates confidential and specialized files, documents and records including division personnel records and student records.
2. Updates and maintains content of the division website; ensures the accuracy and consistency of data and the navigability of hyperlinks.
3. Oversees and coordinates divisional special projects.
4. May lead the work of other administrative support staff, volunteers, or hourly staff, providing training and guidance.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/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 clerical and secretarial experience, preferably involving frequent public or student contact.

Education/Training: Equivalent to an associate's degree from an accredited college or university with major coursework in business administration or a related field.

Knowledge of:

1. Office coordination and administration practices and procedures.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

3. Rules, policies, procedures and operating practices applicable to class scheduling, calculating faculty loads and contracts, facilities scheduling and related functions.
4. Principles, practices, concepts and techniques used in customer service, public relations and community outreach.
5. Functions, rules, policies and procedures applicable to assigned areas of responsibility.
6. Research methods and data analysis techniques.
7. Provisions of the California Public Records Act and the Ralph M. Brown Act.
8. Federal, state and local laws, regulations and court decisions governing area of assignment.
9. General accounting systems and associated systems, practices and procedures for processing accounting information and interpreting input and output data.
10. Advanced uses of standard business applications including word processing, spreadsheet and database software and other specialized software applications.
11. Practices and procedures of public administration for budgeting, purchasing and recordkeeping.

Skill in:

1. Assigning and inspecting the work of lower-level staff.
2. Organizing, setting priorities and exercising sound independent judgment within area of assigned responsibility.
3. Communicating information accurately and effectively; comprehending requests for information or assistance; maintaining a courteous and tactful manner when under pressure or in an antagonistic situation.
4. Defining issues, analyzing problems, evaluating alternatives and developing sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Preparing, administering and monitoring a department or program budget and anticipating future budgetary needs.
6. Compiling and maintaining accurate class schedules and room charts for an academic department, utilizing and integrating information provided by others, with direction and guidance on the more complex scheduling situations.
7. Communicating clearly and effectively, both orally and in writing.
8. Preparing clear, concise and accurate reports, documents, data entries, and other written materials.
9. Performing research and compiling a variety of complex administrative and statistical reports.
10. Operating a computer, enterprise software, spreadsheet and word processing software and other standard office equipment.
11. Maintaining confidentiality of student files and records.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Exercising tact and diplomacy in dealing with sensitive, complex and confidential student issues and situations.
14. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions, and the noise level is usually quiet to moderate.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to sit for prolonged periods; near visual acuity for reading computer screens, reports and schedules; repetitive use of hands for extensive use of keyboards.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.