

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### SENIOR ADMINISTRATIVE ASSISTANT (Confidential)

CMS Salary Range 23

#### BASIC FUNCTION:

Under the direction of a Executive Vice President/Vice President, provides complex secretarial and administrative support to the head of a major functional District-wide activity; manages the daily operations of the assigned Office of the Executive Vice President/Vice President; plans, organizes, coordinates, and participates in activities specific to the administrator's assigned areas of responsibility; gathers, researches, provides or handles documents, data or information related to employee grievances, employer's bargaining positions and negotiations proposals. Performs other related responsibilities as may be assigned.

#### REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Organizes and manages the day-to-day activities of the administrator's office to assure efficient and effective office operations; coordinates communications; performs complex duties to assist the administrator with detail. (E)
- Performs complex and responsible administrative assistance duties requiring specialized and extensive knowledge of an assigned area of educational administration. (E)
- Conducts independent research and analysis in order to complete special and unique projects on behalf of the administrator, including data or information related to employee grievances, employer's bargaining and negotiations proposals. (E)
- Represents the office of the assigned Executive Vice President/Vice President and the College and handle situations as they arise from students, outside agencies, and the general public. (E)
- Handles conflicts, complaints, issues, and grievances from students, other departmental personnel, and the general public based upon the application of rules, policies, regulations, precedence, and common sense. (E)
- Coordinates a variety of systems, projects, organizations, and events on and off campus. (E)
- Performs specialized administrative and project tasks that are specific to the division worked in, i.e. workers compensation, student violations of Student Code of Conduct, annuity program, insurance claims, etc. (E)
- Works closely with Human Resources on confidential personnel issues, recruitment, and equivalencies, as required. (E)
- Conducts a variety of assignments for the Board of Trustees and Cabinet members, which involve conducting research, analysis, and preparation of specific reports, including data or information related to employee grievances, employer's bargaining and negotiations proposals; prepares agenda items and distributes related materials. (E)
- Receives and transcribes dictation of letters and memoranda, including material of a confidential nature; prepares correspondence and memoranda independently or from oral instructions. (E)
- Types a wide variety of materials including correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents. (E)
- Greets visitors and answers telephones; screens calls and visitors to conserve the administrator's time; initiates calls and follows up with appropriate parties for timely completion of requests; orders and maintains supplies; organizes and establishes filing and record-keeping systems; opens, sorts and distributes mail to appropriate parties; maintains administrator's calendar; and arranges travel accommodations as necessary.
- Provides information and answers questions from students, District personnel and the general public regarding District programs, policies, procedures, regulations, and State, Federal, and local rules and regulations. (E)
- Maintains a variety of complex files and records; maintains budget and other financial records; records expenditures, transfers funds and maintains current account balances. (E)

- Provides administrative and secretarial support for committees, task forces and other special groups within assigned functional areas; schedules and attends meetings; prepares agendas and minutes and maintains related records. (E)
- Compiles information and data for reports and assists in the preparation of statistical and narrative reports; conducts research as required, including data or information related to employee grievances, employer's bargaining and negotiations proposals. (E)
- Inspects documents, forms, records and other materials for accuracy and completeness; processes a variety of forms and documents according to established procedures; ensures conformance to established guidelines and standards. (E)
- Takes and transcribes minutes and distributes to appropriate personnel. (E)
- Maintains confidentiality of records and information, including information regarding Board, District, personnel, student, collective bargaining or controversial matters. (E)
- Composes correspondence independently; determines appropriate format and presentation; develops and revises forms. (E)
- Operates a variety of office equipment including typewriter, computer, calculator, copy machine and dictation equipment; inputs and retrieves computerized data; and utilizes word processing, database and spreadsheet software. (E)
- Coordinates communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public. (E)
- Performs other related responsibilities as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and four years increasingly responsible secretarial and clerical experience involving frequent public contact.

**KNOWLEDGE OF:**

- Organization, policies and procedures of an assigned area of educational administration.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Public relations techniques.

**ABILITY TO:**

- Provide complex secretarial and administrative support to the head of a major functional District-wide activity.
- Plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.
- To exhibit well developed organizational and interpersonal skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at 60 words net per minute from clear copy.
- Take and transcribe dictation/minutes accurately at a speed necessary for successful job performance.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.

- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Operate a variety of office equipment such as typewriter, word processor, computer, calculator, copier and dictation equipment.
- Make arrangements for meetings and conferences.
- Add, subtract, multiply and divide quickly and accurately.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Not applicable – no permanent full-time staff to supervise.

**CONTACTS:** Co-workers, other departmental personnel, senior administrators, faculty, staff, vendors, contractors, physicians, insurance carriers, state, federal, and local agencies,

**PHYSICAL EFFORT:**

- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Bending at the waist, kneeling or crouching to maintain files.
- Bending at the waist, kneeling and crouching.

**WORKING CONDITIONS:**

- Office environment.
- Constant interruptions.