

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT, ADMINISTRATION

O146.100

BASIC FUNCTION: Under general supervision of the Vice President for Administration performs a variety of difficult, highly complex and often confidential secretarial duties and provides paraprofessional administrative support to the Vice President for Administration. This is an administrative support position in that the nature, diversity, and scope of responsibilities require the frequent use of discretion, initiative, and independent judgment. Incumbents in this position represent the Office of the Vice President and are regarded as a credible source of information for the area. As a result, incumbents are required to have an ongoing knowledge of District policies and procedures, regulations and laws governing the District, and relevant departmental information in order to deliver accurate and timely information and make appropriate decisions.

This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.

REPRESENTATIVE DUTIES: (The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The essential duties of the class are indicated with an asterisk*.)

- *1. Independently performs a wide variety of administrative tasks to relieve the Vice President for Administration of routine, daily administrative details in the areas of budget, finance, litigation, risk management, facilities planning and management, and other centralized administrative activities of the college.
- *2. Responds to inquiries relating to confidential and complex matters of the Vice President for Administration's program responsibilities and District policies and procedures.
- *3. Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to the Vice President for Administration's program responsibilities and to the administration of college programs and services.
- *4. Schedules appointments and organizes the Vice President for Administration's calendar; schedules appointments with all levels of District staff, students, college leadership groups, community representatives, and city, state, and federal officials.
- *5. Creates, prepares, formats, edits, proofreads, distributes, and maintains a variety of correspondence, reports, charts, agendas, and materials containing confidential and/or sensitive information.
- *6. Processes materials for department budgets; utilizes spreadsheets to maintain budgets and organize records; monitors expenditures; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment; prepares requisitions for supplies.
- *7. Answers phones and determines the nature of calls; logs and routes calls to appropriate individuals; takes and delivers messages.
- *8. Receives, opens, reviews and distributes electronic and paper mail.
- *9. Assists with the processing of District property and liability claims.
- *10. Assists with monitoring the Safety Credit Program budget and submitting claims for budget reimbursement to the District's Joint Powers Authority (JPA).
- *11. Assists with the annual renewal of District insurance policies, requesting and renewing certificates of insurance from insurance administrators, and collecting certificates of insurance from contractors and vendors.
- *12. Establishes and maintains effective filing and organizational systems. Maintains confidential litigation files.
- *13. Receives, responds to and/or refers inquiries, requests, and complaints from college staff, students, and the public in a sensitive and cooperative style.
- *14. Provides administrative support for various committees, campus constituency groups and staff meetings. Prepares meeting agendas; assists in meeting and events preparations arranging for facilities, food services, parking, mailing notices and contacting speakers. Attends and participates in meetings, takes notes, transcribes and distributes minutes as necessary.
- *15. Compiles, formats, and publishes agenda items and resolutions for Board of Trustees agendas.
16. Participates in special projects relating to the Vice President for Administration's program responsibilities and performs administrative projects for management personnel.
17. Provides backup administrative support to the Office of the Superintendent/President as needed.
18. Establishes and maintains effective working relationships with other community college staff, faculty, administrators, managers, students, and external contacts required in the course of work.
19. Performs related duties as required.

MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience equivalent to an Associate's degree from an accredited institution in office administration, business administration, public administration, organizational development, or a closely related field.
- Five (5) years of full-time, paid progressively responsible administrative secretarial experience providing administrative support to an administrator or management level supervisor, including performing technical administrative support functions.

DESIRED QUALIFICATIONS:

- Experience in an educational setting.
- General knowledge of and experience in the areas of budget, finance, litigation, and risk management.
- Demonstrated effectiveness working with populations having diverse values, and/or coming from varied cultures and backgrounds.
- Proficiency in Microsoft Office Suite.
- Excellent written and verbal communication skills, strong organizational skills, and the ability to pay close attention to detail

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**

Knowledge of: rules, regulations, laws and policies governing a community college district; modern office procedures, practices and equipment; modern office computer software for creating, formatting, designing and editing a variety of documents and projects, including written documents, spreadsheets, presentations, and databases; excellent reception and telephone techniques; proper grammar usage, vocabulary, spelling, and punctuation; basic research methods. Ability to: perform difficult and complex clerical and secretarial work; work independently with limited supervision, set priorities, manage time and work in a fast-paced environment handling multiple tasks while paying close attention to detail and with frequent interruptions; interpret and apply District rules, regulations, and policies; use computers for data and word processing; compose correspondence and reports; research, compile, prepare, and maintain data and information with completeness and accuracy; edit and proofread written documents for completeness and accuracy; accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions; give clear and concise information and directions; make sound, educated decisions; communicate well both orally and in writing; plan and coordinate committees, meetings, special events and programs; establish and maintain effective and cooperative, working relationships with those contacted in the course of work; use discretion and handle students, staff, faculty and the public in a diplomatic manner; make accurate mathematical calculations; work with diverse populations; establish effective record-keeping systems and maintain records accurately and with confidentiality as required; type at a rate of 60 words per minute with accuracy; greet students, staff and visitors in a pleasant and helpful manner.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable. No assigned permanent staff to supervise.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

Interfaces with a broad range of internal and external contacts such as College administrators, faculty, staff, and students; Board of Trustees members, Community College Chancellor's Office staff, government constituencies, legal counsel, insurance administrators, other community college staff, and the general public.

WORKING CONDITIONS:

Normal office environment.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.