

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT, INSTITUTIONAL EFFECTIVENESS

O206.200

BASIC FUNCTION: Under the general supervision of the Vice President for Institutional Effectiveness, performs a variety of complex and often confidential administrative and secretarial duties to support the Vice President for Institutional Effectiveness. 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 Institutional Effectiveness and are regarded as a credible source of information for the campus. 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 omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk*.)*

- *1. Assists the Vice President for Institutional Effectiveness with the development, management, and organization of college strategic planning processes and timelines.
- *2. Assists the Vice President for Institutional Effectiveness in the development, writing, coordination, management, and implementation of the College's Educational Master Plan.
- *3. Creates and coordinates campus surveys.
- *4. Assists with the creation, coordination, and facilitation of training programs for the campus community.
- *5. Independently performs a wide variety of administrative tasks in the areas of college-wide planning, budget, policies and procedures, and other centralized administrative activities of the college.
- *6. Interprets and applies provisions of California statutes, District policies, and other complex materials to matters relating to the Vice President for Institutional Effectiveness' program responsibilities and to the administration of college programs and services.
- *7. Schedules appointments and organizes the Vice President for Institutional Effectiveness calendar; schedules appointments with all levels of District staff, students, college leadership groups, community representatives, and city, state, and federal officials.
- *8. Coordinates a variety of projects and departmental functions as assigned. Duties may include developing and coordinating program policies and procedures, disseminating program information to the campus community and the general public, preparing brochures and fliers, maintaining records and databases, arranging meetings, monitoring expenditures, and related tasks.
- *9. Utilizes computers and a variety of software and hardware to perform advanced-level document production including complex formatting of documents and establishing, designing and creating charts, spreadsheets, presentations and databases.
- *10. Creates, prepares, formats, edits, proofreads, distributes, and maintains a variety of correspondence, reports, charts, agendas, and materials containing confidential and/or sensitive information; prepares and edits manuals, handbooks, and other publications; establishes and maintains effective filing and organizational systems.
- *11. Maintains current budget information; monitors budget expenditures; prepares budget reports; assists in budget expenditures and processes and routes budget paperwork; makes travel and conference arrangements; submits conference attendance and expense/travel claims for payment; prepares requisitions for invoices, personal service agreements, and purchase orders.
- *12. Provides budget, scheduling and coordination support to the Offices of Diversity, Equity and Inclusion; Institutional Research and Grant Administration.
- *13. Creates and administers a wide variety of surveys for campus needs. Utilizes page and logic branching. Sorts and analyzes data and survey results for campus constituents.
- *14. Prepares meeting agendas; assists in meeting and event preparations arranging for facilities, food services, parking, notifications and contacting speakers. Attends and participates in meetings, takes notes, transcribes and distributes minutes as necessary.
- *15. Creates and maintains content for the Office of Institutional Effectiveness webpages.
- *16. Receives telephone calls and determines the nature of them; logs and routes calls to appropriate individuals; takes and delivers messages; receives, opens, reviews and distributes electronic and paper mail.
- *17. Serves on a variety of District committees.
18. Performs related work as required.

MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:

- Associate degree in office administration, business administration, public administration, organizational development, or a closely related field from an accredited institution or the equivalent*; **AND**
- Five (5) years of progressively responsible administrative secretarial experience providing technical clerical and administrative support functions.

**Two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

DESIRED QUALIFICATIONS:

- Experience in an educational setting.
- Excellent written and verbal communication skills, strong organizational skills, and the ability to pay close attention to detail.
- Proficient in Microsoft Office Suite and database management.
- Bachelor's Degree or higher and three years' experience directly related to the representative duties.
- Demonstrated effectiveness working with populations having diverse values, and/or coming from varied cultures and backgrounds.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training, and/or experience.)

Knowledge of: Knowledge of and the ability to interpret and apply District policies, rules, procedures and regulations and federal, state and local laws affecting the District, modern office procedures, practices and equipment; modern office computer software; excellent reception and telephone techniques; proper grammar usage, vocabulary, spelling, and punctuation; basic research methods.

Ability to: effectively implement project management methods to organize, monitor and ensure achievement of project objectives; set timelines to achieve goals and objectives; compose complex reports; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; assist with College planning, and program reviews; make sound, educated decisions; utilize effective people skills in working with the on-campus community and external community members; be focused and service oriented; supervise staff and students; motivate and provide support to a diverse group of faculty and staff; communicate professionally; perform difficult and complex clerical and secretarial work; work independently with limited supervision; set priorities, effectively manage time and work in a fast-paced environment handling multiple tasks while paying close attention to detail with frequent interruptions; utilize computers and a variety of software for data and word processing; compose correspondence, reports and develop agendas; research, compile, prepare, edit, proofread and maintain documents and other information with completeness and accuracy; accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions; give clear and concise information and directions; 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 all staff and 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; utilize keyboarding skills commensurate with the required functions for this position, greet students, staff and visitors in a pleasant and helpful manner.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

May provide assignments and work direction to assigned regular and non-regular classified staff and student employees.

PHYSICAL EFFORT:

Normal office environment.

CONTACTS:

All classifications of College administrators, faculty and staff, vendors, students, various committees and their members 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.