

## POSITION DESCRIPTION

### Administrative Assistant to the Vice President of Finance and Administrative Services – Confidential

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**Position** .....Administrative Assistant to the Vice President of Finance and Administrative Services – Confidential  
**Department/Site** .....Finance and Administrative Services  
**FLSA** .....Exempt  
**Evaluated by** .....Vice President of Finance and Administrative Services  
**Salary Schedule** .....Supervisor/Confidential  
**Salary Range** .....06

#### **Summary**

Under the general supervision of the Vice President of Finance and Administrative Services, the Administrative Assistant performs a variety of technical and complex administrative support duties. The Administrative Assistant oversees and performs administrative projects within the division and coordinates workflow and support activities for the office and often for programs involving multiple organizational units. The Administrative Assistant serves as a confidential assistant to the Vice President of Finance and Administrative Services and, as such, must maintain a high level of professionalism and confidentiality of private and sensitive information including information related to the District's employer-employee relations. The Administrative Assistant handles multiple tasks simultaneously with a high-volume workload in a fast-paced environment. This is a confidential position.

#### **Essential Duties and Responsibilities**

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring particularly difficult or sensitive matters to the appropriate administrator.
- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and academic calendars and cycles. Establishes and works within timelines for projects, activities, and required submissions.
- Oversees the administrative aspects of projects and events, integrating them with ongoing work routines and coordinating assignments of other staff as necessary.
- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.
- Prepares and distributes agendas and minutes for the Citizens' Oversight Committee in accordance with the Brown Act and maintains the required website.



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- Prepares Board agenda items, agreements, and contracts for services used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.
- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate or routing calls to administrators.
- Schedules appointments and arrange meetings as directed. Prepares schedules and inform participants, confirming dates and times. Makes conference, and travel arrangements/reservations as directed.
- Processes contract documents for approval and distributes executed contracts.
- Performs special projects as assigned which may include research of transactions, documents, official proceedings, employee/student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.
- Receives, handles and stores confidential information pertaining to the District or assigned division. Maintains confidentiality of private and sensitive information, including matters involving employer-employee relations.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets, transaction records, and audit documentation, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to ensure compliance. Prepares requisitions and claims for reimbursement.
- Prepares periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepares financial reports for state and local agency requirements.
- Trains, assigns, prioritizes, and reviews work of other employees.
- Organizes events and meetings, takes notes, prepares and distributes minutes.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to others.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations, and District policies and procedures.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

### **Knowledge, Skills and Abilities**

- Requires principles of organization and information management.
- Requires knowledge of certificated and classified hiring policies and procedures.
- Requires knowledge of rules and regulations governing fair labor and employment practices.
- Requires knowledge of budget management techniques, travel, rules, regulations, laws, and policies and procedures governing the District.
- Requires the knowledge and skill to function in a confidential professional environment.
- Requires the ability to perform consistently under the pressure of deadlines and other administrative demands.



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- Requires the ability to perform technical, complex, and responsible administrative support tasks and assist with administrative duties.
- Requires the ability to interpret, apply and explain rules, regulations, policies and procedures.
- Requires the ability to use independent judgment and organizational skills to simultaneously manage and prioritize multiple tasks, and meet schedules and deadlines.
- Requires the ability to maintain a variety of record types and prepare reports as requested.
- Requires a high degree of professionalism and confidentiality.
- Requires the ability to use independent judgment and human relations skills to analyze situations accurately and adopt an effective course of action.
- Requires the ability to complete work with many interruptions and pressures.
- Requires the ability to operate a variety of office equipment such as, but not limited to, audio recorder, computer, calculator, and copier technology.
- Requires the ability to make arrangements for meetings, workshops, and travel/conferences.
- Requires the ability to train and provide work direction to others as needed.
- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of personal computer-based software programs and office applications that support this level of work, including but not limited to word processing, spreadsheets, presentation graphics, applicable software applications, data entry into custom databases, and the use of enterprise resource planning (ERP) software to generate reports and requisitions.
- Requires skill at facilitating group problem solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.
- Requires the advanced skills to independently compose and edit a variety of correspondence and documents.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, policies, procedures, unique terminology used in the organization, and labor agreements to support an administrator or program director in a variety of administrative areas as needed.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with faculty, students, staff, and the public utilizing patience, understanding and courtesy, and in a manner that reflects positively on the administrator's office and the District.



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- Requires the ability to work effectively in a shared governance environment and work cooperatively with others.
- Requires the ability to foster and support an inclusive and welcoming work and educational environment.

#### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units and four (4) years of increasingly responsible administrative assistant experience; or, in the absence of an associate degree or the completion of at least sixty (60) college-level semester units, six (6) years of administrative assistant experience.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, and cultural backgrounds of community college students, faculty and staff; and successfully fosters and supports an inclusive educational and work environment.