

## POSITION DESCRIPTION

Administrative Assistant – Human Resources - Confidential

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**Position** .....Administrative Assistant – Human Resources - Confidential  
**Department/Site**.....Human Resources  
**FLSA**.....Exempt  
**Evaluated by** .....Director of Human Resources and District Chief Negotiator  
**Salary Range** .....06

### **Summary**

Under the general direction of the Director of Human Resources, assists the administrator by planning, coordinating, and participating in the support activities related to the assigned responsibilities of the senior administrator in the Office of Human Resources. The Administrative Assistant serves as a confidential assistant to the Director of Human Resources 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 in a high volume workload and fast-paced environment, and independently manages and coordinates a variety of projects and tasks. This is a confidential position.

### **Essential Duties and Responsibilities**

- Performs administrative office tasks for the administrator including maintaining a calendar, scheduling appointments, distributing incoming and outgoing mail, transmitting phone messages, maintaining confidential records, maintaining an accurate filing system, composing outgoing correspondence, interpreting policies procedures to staff, students, and community members. May make hotel, conference, and travel reservations as directed.
- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and the college. Interprets and conveys policies and procedures, referring extremely 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.
- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to 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, but not limited to, letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine matters.
- Prepares Board agenda items, agreements, and contracts.
- Researches, analyzes and assembles data from a variety of sources for salary surveys, job descriptions, contract language, queries, etc., and prepares confidential reports for the District's chief negotiator and the Board of Trustees.
- Coordinates and administers the department's online applicant tracking program.
- Maintains the department's web sites; Ensures all data is current and relative.
- Performs confidential administrative support in the investigation of sensitive and confidential matters (i.e., grievances, disciplinary actions, negotiations, harassment claims, etc.),



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coordinates and schedules interviews, prepares and distributes reports, recommendations, and outcomes.

- Researches and prepares documentation for subpoenas of employment and worker's compensation records.
- Receives, handles, and stores confidential information pertaining to the Superintendent/President's office, including information related to the District's employee-employer relations. Maintains a professional, high level of confidentiality of private and sensitive information.
- Assists the Superintendent/President with development of the office's budget proposals; maintains communications with work sections on status and information needs. Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Prepares documentation for budget control and District purchase orders for the Human Resources Department, and monitors expenses.
- Works independently and without supervision as an active member of the administrator's office.
- Maintains positive working relationships with other departments on campus.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- 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 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.
- 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, voice recorder, computer, calculator, FAX and copier, particularly exhibiting strong skill in computer application programs.



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- Requires the ability to make arrangements for meetings, workshops, and conferences, including travel.
- Requires the ability to train and provide work direction to others.
- 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 that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
- 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 type a minimum of 60 net words per minute.
- 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, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.
- 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 using patience and courtesy, and in a manner that reflects positively on the administrator's office and the District.
- Requires the ability to work effectively in a shared governance environment and work cooperatively with others.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

### **Education and Experience**

- An associate degree, or the completion of at least sixty (60) college-level semester units, and four years of administrative assistant experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, six years of administrative assistant experience.