

Senior Administrative Assistant (Confidential)

Definition

Under direction of a manager, using considerable to significant skills for this series, provide responsible paraprofessional administrative and technical clerical support to assigned large department or program area; and perform other related duties as assigned. May exercise functional supervision over assigned lower-level clerical support personnel, contractors or student workers.

Examples Of Duties

Duties/essential functions may include, but not be limited to, the following:

- Provide complex workflow and office coordination of assigned large department or program area.
- Coordinate complex logistical support for assigned large department/programs such as setting up meetings, reserving rooms, delivery of materials, etc.
- Coordinate the development and distribution of department or program materials, brochures and other written material.
- Maintain and update web pages for assigned department or programs.
- Provide technical and complex administrative support to assigned department or programs and various committees, prepare agendas, maintain records, prepare minutes, schedule facilities, etc.
- Answer complex questions and disseminate information on assigned department or programs to the public, other colleges, etc.
- Assist in the implementation of department or program area goals, objectives, strategies and work plans.
- Establish schedules and methods for monitoring administrative activities.
- Implement department/program, college and District policies and procedures.
- Assist in the evaluation of operations and activities of assigned responsibilities including recommending improvements and modifications.
- Prepare various complex reports on operations and activities; participate in budget preparation and administration including preparing cost estimates for budget recommendations.
- Monitor and control expenditures.
- Prepare purchase requisitions, order supplies and materials, and maintain files and records.
- Ensure that records pertaining to assigned department or programs are properly maintained.
- May prepare and/or coordinate reports, presentations, statistical reports, and other complex documents.
- Proofread for accuracy, correct form, content and proper English usage.
- Attend meetings and represent assigned department or program area when required.
- May maintain databases for assigned department or programs.

Senior Administrative Assistant (Confidential)

- Investigate complaints and recommend corrective actions as necessary to resolve complaints.
- May travel to other sites and meetings.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Performs other related duties as assigned.

Minimum Qualifications

Knowledge of:

- Methods, techniques and procedures used in the planning, development and delivery of an administrative program.
- Principles and practices for implementing and directing administrative activities, program budget development and monitoring.
- Pertinent District, department, program, local, state and federal laws, rules, regulations, policies and procedures.
- English usage, spelling, grammar and punctuation.
- Modern office practices and procedures and equipment such as computers and printers.
- Typical modern office computer software programs such as word processing, spreadsheets, presentation programs and databases.
- Report and presentation writing.
- Principles and practices of record keeping, assigning and reviewing the work of others, administrative organization and management.
- Business mathematics and simple statistics.

Skill/Ability to:

- Independently perform assigned administrative duties with speed and accuracy, communicate effectively both orally and in writing in an office environment.
- Organize, implement and direct administrative activities.
- Learn and understand all aspects of the assigned programs.
- Learn, accurately interpret and explain pertinent District, department, program, local, state and federal laws, rules, regulations, policies and procedures.
- Analyze work papers, reports and special projects.
- Identify and interpret technical and numerical information.
- Observe and problem-solve operational and technical issues.
- Assist in the development and monitoring of an assigned department or program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Develop and recommend goals and objectives in support of assigned department or program mission.
- Effectively operate modern office equipment including computers and related software.

Senior Administrative Assistant (Confidential)

- Ability to demonstrate advanced keyboarding skills.
- Compile complex information, maintain department or program-wide records, and prepare a variety of reports.
- Analyze situations quickly and objectively and determine proper course of action.
- Plan, organize and schedule priorities in the department or program office.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Experience

- Equivalent to the completion of an AA/AS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field.
- Equivalent to at least five (5) years of progressively responsible full-time clerical and/or administrative work experience in office administration, including at least two years performing technical administrative support functions.
- A valid Class C California driver's license.

Desirable Qualifications

The equivalent of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field is desirable. Depending on the vacancy, a department or program may request additional job specific desirable qualifications with the approval of the Human Resources Department.

Actions: Initial adoption by the Governing Board on 10/30/02

Revised: 10/13/16