

**ADMINISTRATIVE ASSISTANT IV
(CONFIDENTIAL)**

DEFINITION

Under direction, performs a wide variety of complex administrative support duties for multiple major programs for a Vice President's and/or Cabinet Level Administrator's office; performs office manager duties by relieving supervisor(s) of routine administrative details; performs related duties as required.

SUPERVISION EXERCISED AND RECEIVED

General supervision is provided by a Vice President and/or Cabinet Level Administrator.

Assignment may require the direct or indirect supervision of general clerical positions.

EXAMPLES OF DUTIES

Performs complex administrative support duties for multiple major programs assigned to the reporting department, which may include the office of a Vice President, Cabinet Level Administrator and/or governing board, which has jurisdiction over college policies, rules and regulations.

Prepares, types, edits and proofreads a variety of materials and reports in relation to programs supported utilizing a various computer software programs.

Greets and screens telephone calls, students, faculty, staff and the public and responds to questions, requests, and complaints in a sensitive and cooperative manner; maintains harmonious operating conditions in a service-oriented environment serving a multicultural and multiethnic population.

Resolves everyday work problems involving administration, staff, or students by exercising independent judgment in the application of established procedures and routines; refers difficult policy questions to the appropriate office.

Assists in the coordination of meetings and events by arranging for facilities, food services, parking, mailing notifications, telephone communications, contacting and arranging for speakers.

Works closely with variety of departments and personnel in performing the duties of the office assigned.

EXAMPLES OF DUTIES (continued)

Handles daily office situations such as establishing priorities to meet deadlines, preparing Board Action Slips, assignment sheets for classified and timesheets for faculty, classified and students assigned to the reporting department.

Submits conference attendance requests, and expense/travel reimbursement claims for payment; requisitions supplies, printing, and advertising; submits work orders and key requests.

May access the District financial computer system, prepare data for budget requests, transfer funds to accounts as needed and research budget items.

Competently operates a variety of computer programs, including but not limited to word processing, spreadsheets, database, and presentation software.

Compiles, calculates and analyzes data from a variety of sources related to program area; maintains confidential and complex interrelated files and records.

Monitors and controls statistical data having major financial impact or accountability for faculty, students and the District. This may include evaluating student's academic history through transcripts and computer information.

Handles faculty evaluations in a confidential manner.

Interprets policies and procedures to faculty, students and staff.

Receives, reviews, and routes mail and information using discretion in the handling of confidential and sensitive material.

Acts as office manager and relieves the Administrator of routine administrative details, which may include the selection, training, time keeping and evaluation of subordinate staff.

Schedules appointments, travel arrangements and meetings; sets up calendars.

May record minutes for various departmental meetings.

Gathers information to complete surveys, directories, organizational charts and questionnaires requested by external agencies.

May perform the duties of an Administrative Assistant III (Confidential) or lower level clerical duties.

Depending on area of assignment may prepare faculty handbook; Bargaining Unit Contracts or amended contracts both for academic and classified.

Performs related duties as required.

QUALIFICATIONS

Knowledge of:

Public relations, principles and techniques.

Office practices and procedures used in performing complex secretarial tasks with speed and accuracy.

Proper English usage including grammar, vocabulary, spelling and punctuation.

Word processing, spreadsheet, database and presentation computer software. Assigned program area may require knowledge of additional software applications.

Effective oral and written communication.

Basic principles of training and supervision.

Ability to:

Perform complex and difficult secretarial duties; be highly organized and able to anticipate the need for information in order to respond to requests, conduct meetings and complete correspondence.

Learn District policies, procedures, regulations, and special programs to apply them with good judgment.

Use tact and discretion in a diverse multicultural and multiethnic public service environment.

Analyze situations accurately and use judgment when referring problems.

Compose effective correspondence independently.

Review, edit and proofread written documents for grammar, completeness and accuracy.

Compile and maintain accurate records and write clear, concise reports.

Establish and maintain a variety of confidential and complex interrelated files and records.

Works independently; understands and carries out oral and written directions.

Type at a corrected speed of 50 wpm; Take dictation at a speed of 80 wpm with translation.

QUALIFICATIONS (continued)

Make mathematical calculations with speed and accuracy.

Effectively use a variety of computer software applications. Operate a variety of standard office equipment.

EMPLOYMENT STANDARDS

Minimum Qualifications:

Six years administrative assistant experience, which includes four years in a senior secretary/clerical position in a high volume, high traffic office, plus the equivalent of two years of course work in business or a related field.

Desirable Qualifications:

Graduation from a two-year or four-year college may be substituted for the administrative assistant experience on a year-for-year basis.