

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Division Administrative Assistant, Senior

Department: Various

Location: EVC or SJCC

Date: June 12, 2001

POSITION PURPOSE

Under the direction of assigned administrator, the Senior Division Administrative Assistant will be the primary individual providing a full range of administrative support to the administrator who has responsibility for a division, multiple disciplines or broad programs and functions. Incumbents in this position performs complex clerical, standard and advanced office operational tasks; ensures smooth running of the office, works independently, and coordinates various communications and activities among the administrator, faculty, staff, students and the public. Responsibilities may include providing technical or functional direction to hourly or student assistants.

KEY DUTIES AND RESPONSIBILITIES:

1. Exercise independent judgment in relieving administrator of actions not requiring his/her immediate attention.
2. Screen telephone calls, incoming mail, publications, and other correspondence.
3. Respond to routine and non-routine inquiries using standardized formats, and using judgment to refer unusual or complex inquiries to supervisor.
4. Receive visitors and callers, providing information as requested and resolving conflicts, and referring callers to proper administrator or department as appropriate.
5. Maintain calendar and appointments of supervisor, including lodging and travel arrangements.
6. Serve as secretary to committees, prepare agendas, take and transcribe minutes, collect and distribute materials and information.
7. Maintain accurate and detailed calendar of events, due dates, and schedules as they relate to assigned areas and services to ensure proper tasks and activities occur as scheduled.
8. Assist in the preparation of departmental reports by gathering, organizing, and summarizing information from a variety of sources.
9. Assist in locating qualified and available instructional staff to teach in a variety of diverse disciplines.
10. Participate in management activities and committee work in place of supervisor, as assigned.
11. Coordinate and monitor budget for multi-disciplined budget accounts, compile and prepare information for budget development.
12. Generate, receive and maintain confidential and sensitive files, information and reports and ensure security of files.
13. Implement District policies and procedures relating to the assigned area, researching difficult questions pertaining to policies and procedures as needed.
14. Plan, assign and participate in the work of the office including training and directing the work of

hourly employees or student help.

15. Relieve supervisor of routine personnel, budget and payroll functions.
16. Produce brochures, flyers, newsletters, and programs related to programs, classes and productions.
17. Perform other duties reasonably related to the job classification.

EMPLOYMENT STANDARD

Knowledge of:

1. Organization, time management and standard office procedures.
2. The use of the English language for editing and composing written communications, spelling, grammar and punctuation.
3. Modern office methods and equipment including computer terminal and micro-computer usage and word processing applications.
4. Record keeping principles and procedures.
5. Business accounting and mathematics.
5. Acceptable business and office etiquette.
7. Training, planning and directing work of other employees.

Ability to:

1. Explain policies, rules and regulations.
2. Work independently in the absence of supervision.
3. Determine work priorities, work independently and follow through on tasks.
4. Communicate clearly both orally and in writing.
5. Analyze situations carefully and adopt effective course of action.
6. Effectively communicate and interact with persons of diverse backgrounds and abilities.
7. Establish and maintain cooperative working relationships with those contacted during the course of work.

Experience and Education:

1. Education equivalent to a high school diploma or GED, including or supplemented by specialized administrative training.
2. At least three years of administrative (clerical) experience involving heavy public contact and primary support to an individual or department.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environment:

1. Typical office environment

Physical demands:

1. Requires sufficient hand-eye-arm coordination to use a keyboard plus arm/hand movements to retrieve work materials and operate a variety of general office equipment. Requires visual acuity to read words and numbers. Requires auditory ability to carry on conversations over the phone and in person.

Date Approved: 06/12/01

Salary Range: 90

EEO-Category: 2B4 – Secretarial/Clerical