



ADMINISTRATIVE ASSISTANT, FOUNDATION AND DEVELOPMENT

Reports to: Assigned manager or dean

Dept: Multiple

Range: 24

FLSA: Nonexempt

EEO: Secretarial/Clerical

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general supervision, perform difficult, responsible and confidential administrative and operational support duties for the Associate Vice President, Institutional Advancement and Executive Director, Foundation; assist with projects and maintain records and draft reports; track department processes and information; and perform budget monitoring and grant administration duties.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides administrative support and assistance to the Associate Vice President, Institutional Advancement and Executive Director, Foundation and the Foundation Board of Directors.
2. Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, forms, and other documents.
3. Receives and reviews incoming correspondence and information, determines importance, and responds to ensure that needed action is taken.
4. Maintain assigned calendars, coordinate, arrange, and confirm meetings, arrange travel and accommodations.
5. Gift processing from receiving and receipting the gift, to tracking expenditures and reporting how funds were spent.
6. Performs routine to difficult public relations duties over the phone and in person.
7. Schedule and attend foundation board meetings and support the foundation board of directors; prepare draft memoranda, correspondence, board agenda materials and other documents and reports; proofread and check materials for accuracy, completeness and compliance with district standards, policies and procedures; prepare agenda and meeting materials for board committee and other meetings and type minutes; make documents

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available to the public, as required. Coordinate revisions to foundation board of director's policies and procedures manual.

8. Performs office tasks including maintaining records, ordering supplies, and performing budget monitoring and bookkeeping.
9. Assist with the development and coordination of special events including staff and volunteers; assist with logistics for various meetings and events.

OTHER DUTIES:

1. Update and maintain website.
2. Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

1. Office administration, clerical procedures, and recordkeeping systems.
2. Provisions of the Brown Act.
3. Organization, functions, procedures and rules of the Foundation Board and its committees.

SKILLS/ABILITY TO:

1. Excellent verbal and written communication skills
2. Excellent organizational skills and attention to detail.
3. Excellent interpersonal and customer service skills.
4. Excellent time management skills with a proven ability to meet deadlines.
5. Proficient with Microsoft Office Suite or similar software with the ability to learn new or updated software.
6. Analyze situations accurately and adopt effective courses of action.
7. Establish priorities and work effectively and independently with many demands on time.
8. Maintain highly confidential information.
9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, gender, sexuality and disability issues.

EDUCATION AND EXPERIENCE:

Graduation from an associate degree program and at least three years of progressively responsible administrative support experience, at least one of which was supporting a department head or higher; or an equivalent combination of training and experience. A bachelor's degree is preferred.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Lead-level work direction to lower-level staff.

CONTACTS:

Board of Directors, Foundation donors and potential donors, District administrators, faculty, staff, students, community and business groups, and the general public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to various locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, weekend and/or holiday hours are required on an as-needed basis.