



ADMINISTRATIVE ASSISTANT TO THE DEAN/ASSOCIATE VICE PRESIDENT (Flex)

Reports to: Assigned AVP 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 an assigned AVP or dean including faculty support; assist the dean/AVP with projects and maintain records and draft reports; track program processes and information; and perform complex budget analysis 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. Provide administrative, logistical and technical support to an assigned dean/AVP; using standard office software, compose and/or type memoranda, correspondence, reports, department schedules, instructional materials, spreadsheets, forms and other documents; screen meeting requests and maintain the dean/AVP's calendar; draft, proofread and/or edit a variety of materials; ensure materials, reports and documents for signature are accurate and complete; take, transcribe and distribute meeting minutes.
2. Act as liaison in coordinating matters between the AVP or dean and the Vice President's office, other administrators, faculty, staff and representatives of outside agencies; respond to requests for information and direction on behalf of the assigned dean/AVP; follow up on various assignments to ensure that needed action is taken; perform routine to difficult public relations duties over the phone and in person; respond independently to correspondence and email inquiries regarding a variety of department matters; relieve the dean/AVP of a variety of administrative details including tracking submission of office hours forms, syllabi, late-add petitions and scheduling rooms and class finals; coordinate travel requests and logistics including making reservations and processing reimbursements.
3. Monitor budget expenditures for grants and fixed, departmental and holding accounts; track and process expenditures, encumbrances, reimbursements, stipends and payments; create budget expenditure forecasts; determine grant expense eligibility; track multiple funding sources; run aggregated budget reports through spreadsheets and financial systems and

calculate budgets for all departments and programs under the assigned dean/AVP; research and correct discrepancies; process budgetary adjustments and transfers when warranted.

4. Coordinate personnel processes including full-time and associate faculty onboarding and Employee Change Requests; collect and audit documentation supporting staff time logs and ensure conformance to work-hour restrictions; compute and categorize pay according to departmental/program billing accounts; ensure accurate usage of funding codes and calculates departmental/ program billing; prepare timecards; provide confidential and efficient recordkeeping; assist the Payroll department with resolution of payroll issues.
5. Create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports to support technical work processes in areas of responsibility; design, develop and maintain spreadsheets and databases requiring data interpretation and manipulation; track and maintain federal, state, grantor and district required data and student outcomes and prepare for submission or reporting.
6. Make meeting arrangements; assist with the development and coordination of departmental special events; assist with setup and cleanup for various meetings and events; contact vendors for food orders, materials, supplies and audio visual equipment; handle other meeting and event logistics including soliciting volunteers and coordinating student workers.
7. Coordinate equipment replacement process; coordinate with multiple departments to spend allocated funds; submit purchasing requisitions; monitor and track purchases and budget; determine grant eligibility.
8. Other duties as assigned. (Perform the Academic Division Assistant duties during summer months as well as provide assistance throughout the academic year.)

As assigned to the Academic Senate:

9. Reports to the Vice President of Instructional Services. Provide administrative support to the Academic Senate President, Professional Development Program Coordinator, Sabbatical Leave Committee Chair and Salary Advancement Committee Chair; keep the minutes and the records of the Academic Senate and associated committees in accordance with the Brown Act; maintain, update and distribute a variety of handbooks, forms and web pages.

As assigned to a Learning Center:

10. Provides administrative and logistical support to the assigned Learning Center. Contributes to and implements daily and longer-term operational plans for the assigned Learning Center including high levels of interaction with students and hourly staff.

OTHER DUTIES:

1. Provide backup to other department staff as needed.
2. Contact police or custodial staff as needed.

3. Provide lead-level work direction to other clerical staff and student workers as assigned.
4. Order supplies and equipment.
5. May act as recording secretary for committees including posting agendas and minutes.
6. Update and maintain department specific website and social media accounts.
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Advanced principles, practices, concepts and techniques used in customer service, public relations and community outreach.
2. Office administration and management practices and procedures.
3. The district's student recordkeeping and general accounting systems, practices and procedures for processing student information and interpreting input and output data.
4. District practices and procedures for budgeting, purchasing and maintaining public records.
5. Payroll procedures and operations.
6. Bookkeeping and elementary accounting practices and procedures.
7. Provisions of the Brown Act.
8. Operations, services and activities of a community college district.
9. Common student needs, issues and concerns applicable to area of assignment.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.

ABILITY TO:

1. Assign and inspect the work of student workers and lower-level staff.
2. Organize and oversee the day-to-day operations, maintenance and activities of the department's administrative support.
3. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
4. Work consultatively across the district and within the assigned school.
5. Establish priorities and work effectively and independently with many demands on time.

6. Analyze situations accurately and adopt effective courses of action.
7. Make calculations/tabulations and accurately process and review fiscal and related documents.
8. Administer and monitor a department budget.
9. Maintain highly confidential information.
10. Track statistical information utilizing complex spreadsheets and databases.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and standard business software.
14. Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position.
15. Represent the assigned AVP or dean effectively in dealings with elected officials, other administrators and the public.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, gender, sexuality and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

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, student employees and temporary staff.

CONTACTS:

District administrators, faculty, staff, students 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.