

| TITLE | CLASSIFICATION | SALARY GRADE/ASSIGNMENT |
|--|----------------|-------------------------|
| ADMINISTRATIVE ASSISTANT II | CLASSIFIED | GRADE: K MONTHS: |
| BOARD POLICY REFERENCE: 2003 classification revision | | Board Approved: 7/03 |

JOB DESCRIPTION:

Under general supervision, perform administrative duties requiring a high degree of expertise in more than one of the areas of office management, fiscal management, customer relations, or other specialized services; may serve as the lead worker for other classified staff within the department; supervise student assistants and short term, non-continuing personnel; and perform related work as required.

SCOPE:

The Administrative Assistant II coordinates the daily support activities and operations of an assigned department; provides administrative and clerical support to assigned supervisor(s); and provides technical assistance to others within assigned department.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II is distinguished from the Administrative Assistant I by the level of independence and initiative expected and complexity of problem solving needed. Incumbents are expected to interpret policies, procedures and regulations and be able to explain them to others. They may have the responsibility of coordinating a small office. Employees in this classification may also monitor more than one budget and participate in budget development. They may assist in the development of a website. The AAIL is expected to have technical knowledge of the assigned department. Incumbents may coordinate special projects or programs (such as travel arrangements, workshops, etc.).

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees various administrative tasks within an assigned department or area; troubleshoots and resolves problems, and recommends solutions.
2. Interprets and explains District policies and procedures related to the assigned area.
3. Composes and keyboards reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats; creates complex *original* draft correspondence; designs and creates brochures, forms, flyers and other marketing and information materials.
4. Prepares and coordinates submission of curriculum documents according to Title V and District guidelines.
5. Coordinates activities for a variety of meetings, conferences, committees, and special projects; attends meetings, takes notes and prepares minutes.
6. Monitors several budgets; prepares purchase requisitions and budget transfers electronically; provides budget-coding assistance to faculty and staff.

KEY DUTIES AND RESPONSIBILITIES (cont.):

7. Develops and maintains complex spreadsheets and databases.
8. Maintains various statistical records for department(s) or area(s); maintains complex general and confidential files.
9. May maintain or modify a web site; may assist in the development of a web site.
10. Processes and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
11. Receives, opens, and sorts departmental mail.
12. Maintains attendance records of other employees and student workers including time sheets, as directed by supervisor.
13. May serve as a lead worker to other classified staff in the area. May supervise student assistants, and short-term, non-continuing personnel.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform complex and detailed clerical and administrative work with accuracy and speed; type or keyboard 50 words per minute with accuracy from clear copy or handwritten notes; compose correspondence and accurate reports with little guidance and direction; analyze situations accurately and take appropriate action; communicate effectively in English; follow and give oral and written directions; perform mathematic calculations with accuracy; develop and maintain statistical records; work independently with a minimum of supervision; interpret and apply District policies and procedures; interact with the public in a helpful, courteous and friendly manner; maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school. Associate's degree preferred.

Experience:

Three years of increasingly responsible secretarial, administrative assistant, or office management experience. High competency in use of numerous software programs such as Microsoft Outlook, Microsoft Word, Excel, and an Internet navigation program and a desktop publishing program.