



| TITLE  | CLASSIFICATION | SALARY GRADE/ASSIGNMENT |
|--|----------------|-------------------------|
| ADMINISTRATIVE ASSISTANT III                         | CLASSIFIED     | GRADE: M<br>MONTHS:     |
| BOARD POLICY REFERENCE: 2003 classification revision |                | DATE: 7/03              |

**JOB DESCRIPTION:**

Under general supervision, perform administrative duties requiring initiative, independence, and confidentiality 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(s) or area(s); supervise student assistants and short term, non-continuing personnel; and perform related work as required.

**SCOPE:**

The Administrative Assistant III coordinates campus, departmental or area administrative tasks of a highly complex nature; provides administrative and clerical support to assigned supervisor(s); initiates and recommends changes in procedures as required; provides technical assistance to others; and manages complex projects as assigned (such as the scheduling process and faculty load monitoring).

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant III is distinguished from the Administrative Assistant II in performing administrative/clerical support duties for a large complex department **or** multiple programs or departments. This classification substantially contributes to the budget development process and may monitor several budgets. Also, employees may be responsible for the coordination of a large office and are expected to have thorough knowledge of District policies, procedures and programs. They are expected to be able to resolve complex problems and make independent decisions. The technology skills expected in this classification include advanced abilities in standard software applications and may require incumbents to learn or possess the ability to design an area web site. This classification is expected to have a District perspective.

**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. Coordinates complex administrative tasks within assigned department or area; initiates changes in procedures as needed.
2. Interprets and explains District policies and procedures.
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. May train faculty in preparation of curriculum outlines; coordinates and prepares 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. Assists in compiling, developing and maintaining budgets; maintains detailed spreadsheets and databases of department(s) or area(s) expenditures; monitors several budgets; prepares purchase requisitions and budget transfers electronically; provides budget assistance, such as account coding information, to faculty and staff.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

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 design, develop, modify and update a website; coordinates with appropriate departments to implement a web site.
10. Initiates and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
11. Provides detailed administrative and clerical support for assigned supervisor(s).
12. Works closely with students, staff, faculty, department heads, supervisor(s) and the public to implement goals and objectives of assigned department(s) or areas, resolves conflicts and ensures efficient operation of department or area assigned.
13. May serve as lead worker to other classified staff in the area; may supervise student assistants and short-term, non-continuing employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform difficult, complex and detailed clerical and administrative work with accuracy and speed; type or keyboard 60 words per minute; take and transcribe minutes/memos with speed and accuracy; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with minimum guidance and direction; communicate effectively in English; follow and give oral and written directions; perform mathematical calculations with accuracy; develop and maintain statistical records; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; interact with the public in a helpful, courteous and friendly manner; 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:*

Associate's degree.

*Experience:*

Four years of increasingly responsible secretarial or administrative assistant experience. Expertise in numerous software programs such as Microsoft Outlook, Microsoft Word, Excel, Powerpoint, a desktop publishing program, an Internet navigation program, and a Web publishing program.