CLASS SPECIFICATIONS

DEFINITION

Provide complex administrative support to a Division Dean; serve as a resource, trainer and mentor for Department Chairs, Directors, and Academic Department Assistants in numerous departments within the division; provide information to administrators, faculty, staff, students, and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Division Dean.

May exercise functional and technical supervision over short-term and student employees and/or volunteers.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

**Essential Functions:**

1. Perform complex and responsible administrative tasks for the assigned Division Dean using independent judgment and personal initiative.

2. Research, compile, analyze, and prepare extensive fiscal and instructional reports used by the assigned Division Dean, academic departments, and other College entities as required.

3. Create various forms, tables, and spreadsheets for division and department functions; create and maintain the division website.

4. Screen office and telephone callers; respond to and resolve complaints and requests for information on regulations, policies and procedures relating to the assigned academic or student services area.

5. Perform budget research and provide analytical support to the assigned Division Dean in the preparation of Federal, State, local, Foundation and community college funded grant proposals, budgets and reports; develop accounting records for grants and track all funds; post all expenses and charges received; perform electronic budget transfers for the division.

6. Interpret and assign budget codes; process requisitions, transfers, and other related forms; reconcile Cal Card credit card statements and material fees for staff.

7. Run and analyze a variety of class scheduling reports, ensuring accuracy of schedule, adequate enrollments, instructor load, and payroll information; compile enrollment reports and analyze historical data for schedule planning and enrollment management.
8. Attend a variety of meetings; prepare and compile agenda packets; take and transcribe minutes; type and assemble final reports, newsletters and other materials; edit, proofread, verify and review reports for completeness and conformance with established policies and procedures.

9. Maintain an electronic calendar of activities, meetings and various events for the assigned Division Dean; coordinate activities with other campus departments and outside agencies; arrange travel plans.

10. Serve as first contact support and provide training and mentoring to Department Chairs and Academic Department Assistants in the PeopleSoft Student/HR/Financials integrated database system; train and mentor Department Chairs and Academic Department Assistants in new methods of yearly budget development and monitor their progress throughout the year.

11. Coordinate faculty payroll information with Human Resources, creating and submitting new salary accounts and other payroll information for inclusion in employee job records.

12. Coordinate and assign salary replacement accounts for faculty on assigned time, sabbatical leave, load bank leave, and other forms of leave and submit summary reports to the Instruction Office for inclusion in scheduling records and the Institutional Research and Planning department.

13. Coordinate division and/or college-wide training sessions with the Professional Development department.

14. Coordinate faculty interviews and hiring processes with division personnel; the Assistant Superintendent/Vice President for Instruction and/or Assistant Superintendent/Vice President of Student Services, as appropriate; and the Superintendent/President.

15. Schedule and coordinate class observations and review meetings with faculty; Department Chairs; the Division Dean; and the Assistant Superintendent/Vice President for Instruction or Assistant Superintendent/Vice President for Student Services for the Tenure Evaluation Review Board.

16. Maintain inventory of office supplies; evaluate need for the purchase of specialized equipment and supplies; obtain estimates for ordering purposes; order as needed.

17. Update and maintain a variety of resource materials, records, and confidential files.

18. Serve as liaison between the administration, Division Deans, Department Chairs, Directors, departments, students, faculty, staff, and the general public.

19. Support special programs and committees assigned to the Division Dean.

Marginal Functions:

1. May assist in the interviewing, hiring, training and performance evaluation for short-term and student employees and/or volunteers.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern administrative support techniques.
Modern office procedures, methods and equipment.
Computers and computer software applications, included but not limited to the Microsoft Office Suite and PeopleSoft Financials and Student/HR software or other integrated database management systems.

Principles of business letter writing and basic report preparation.

Principles and procedures of record keeping.

Principles and procedures of financial record keeping and reporting.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Pertinent Federal, State and local codes, laws and regulations.

**Ability to:**

Perform responsible administrative tasks involving the use of independent judgment and personal initiative.

Interpret and apply administrative and departmental policies, procedures and regulations.

Maintain and update a variety of confidential files and records.

Independently prepare correspondence and memoranda.

Maintain a calendar of activities and schedule meetings appropriately.

Prioritize tasks and follow through on projects.

Provide assistance in the preparation of federally funded grant proposals, budgets and reports.

Operate office equipment including computers and all applicable computer software applications.

Type and word process at a speed necessary for successful job performance.

Respond to difficult requests and inquiries from students, faculty and staff.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Four years of increasingly responsible administrative support experience.

**Training:**

Equivalent to an Associate of Arts degree from an accredited college or university with major course work in business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; extensive contact with students, administrators, faculty, staff and the general public.

**Physical Conditions:**
Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.