PALOMAR COMMUNITY COLLEGE DISTRICT

SENIOR ADMINISTRATIVE SECRETARY

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 within the job.

DEFINITION

To perform a wide variety of complex and responsible administrative support functions for an assigned non-academic program/department requiring a detailed knowledge of District policies, practices and procedures; to research and compile data for statistical and other reports; monitor the department budget and associated expenditures; and to provide information and assistance to administrators, faculty, staff, students and the public.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Director or Manager.

May exercise functional and procedural supervision over short-term, volunteer or student staff. May also serve as a functional lead to lower-level support staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

Organize, participate and assist in administration of an assigned non-academic department office; perform a variety of secretarial support duties for the assigned director or manager; and assist in coordinating, implementing, and administering department policies and procedures and assigned elements of department programs, ensuring accuracy and compliance with program requirements and procedures.

Compose, type and proofread a wide variety reports, correspondence, memoranda and other written materials; independently research, compile, and analyze data for a variety of internal and external reports; type and assemble final reports, ensuring accuracy, completeness and conformance with established policies and procedures.

Assist in development of department and grant budgets; create fiscal budget forecasts and generate reports based on specific criteria; monitor expenditures and research and correct discrepancies; post data and maintain accurate balances; analyze and recommend budgetary adjustments.

Attend meetings and serve as meeting recorder; create agendas/agenda packets; take and transcribe minutes.

Respond to inquiries and requests from faculty and students on a wide variety of program and academic issues requiring the application and interpretation of District/department policies, procedures and program requirements and a high degree of accuracy; explain requirements and research and resolve complaints and problems; screen office and telephone callers.
Schedule meetings and appointments; maintain a calendar of activities, meetings and various events for assigned staff; coordinate activities with other campus departments and government and outside agencies; arrange travel plans and process travel claims.

Post and update information pertinent to assigned area on campus bulletin boards; distribute information to education centers.

Assist students in completing registration and enrollment forms and processes; monitor the status of certificate completion requirements; maintain course, program, and student records; draft forms, instructions and timelines for assigned program.

Develop and update class schedules; develop room charts and coordinate use of department classrooms; input and track progress of curriculum proposals through approval.

Coordinate hiring processes for new part-time instructors, ensuring correct teaching loads/development hours, proper approvals and correct account codes for submission to HR; assist in organizing and coordinating the instructor evaluation process; verify accuracy of and process faculty payroll information.

Prepare, assign account codes and process purchase requisitions; purchase requested items and reconcile invoices to statements; process invoices for payment; coordinate textbook ordering; maintain inventory of office supplies; evaluate need for the purchase of specialized equipment and supplies; obtain estimates for ordering purposes.

Develop, update and maintain content for department web sites; ensure the accuracy and consistency of data and validate hyperlinks.

Maintain technical and administrative documents and records supporting department/program activities; update and maintain a variety of confidential files and records related to specific area of assignment; maintain and update a variety of resource materials.

Operate a variety of office equipment including copiers, facsimile machines, and computers; operate applicable software applications to perform a wide variety of tasks including word processing, spreadsheet development, and data entry.

Serve as liaison between the academic department and other departments, students, faculty, staff and the general public.

**Marginal Functions:**
May oversee and assign the work of short-term, volunteer and/or student staff and assume training and procedural responsibilities.

May assist in resolving issues relating to maintenance, facilities and purchasing.

Provide periodic support to institutional committees.

Perform special projects and assignments as assigned.

Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**
Practices and procedures of office administrative support.
Organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
Administrative policies and procedures applicable to budget, purchasing and the maintenance of public records.
Policies and procedures applicable to budget, purchasing, payroll, and financial recordkeeping.
Principles and practices of sound business communication, including business letter writing and basic report preparation.
Advanced use of word processing, spreadsheets, databases and other standard software to create documents and materials.
Correct English usage, including spelling, grammar, and punctuation.
Practices and procedures for developing and maintaining filing systems and records.
Basic research techniques, methods and procedures.
Basic mathematical principles. Local, State, and Federal regulations, including terminology and processes applicable to areas of assigned responsibility.

**Ability to:**

Perform a wide variety of highly responsible administrative support, secretarial and clerical duties involving the use of independent judgment and personal initiative.
Organize, set priorities, and take initiative within areas of responsibility.
Perform routine purchasing and budget functions, including assisting in the preparation of federally funded grant proposals, budgets, and reports.
Operate office equipment including computers and supporting word processing and spreadsheet applications and integrated software systems; type at a speed necessary for successful job performance.
Interpret and apply administrative and departmental policies, procedures and regulations, ensuring consistency and a high degree of accuracy. Maintain a calendar of activities and schedule meetings appropriately.
Organize, research and maintain complete and extensive office files.
Operate office equipment including computers and all applicable computer software applications.
Compose correspondence and prepare documents and reports from brief instructions.
Respond to difficult requests and inquiries from students, faculty and staff, often requiring the interpretation and explanation of college/department policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Maintain highly sensitive and confidential information.
Use a high degree of tact, diplomacy and discretion in dealing with sensitive situations and concerned individuals.
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:**

Three years of increasingly responsible administrative support or secretarial experience.
Training:

Equivalent to completion of the twelfth grade supplemented by college-level 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; repetitive use of hands in operating a computer keyboard; close vision.