

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE SECRETARY III

BASIC FUNCTION:

Under the direction of a Vice President, with minimal supervision, provide complex administrative secretarial support to relieve the Vice President of administrative tasks; process administrative details independently including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks.

REPRESENTATIVE DUTIES:

Independently provide advanced administrative secretarial support to a Vice President, relieving the administrator of a variety of clerical, technical and administrative duties; serves as a liaison between the Vice President and the public, students, staff and other campus officials; maintain specialized knowledge of an assigned area of educational administration. (E)

Initiates and answers telephone calls; screens and directs visitors and calls to appropriate personnel, schedules and confirms appointments and maintains the Vice President's calendar. (E)

Coordinate, process and manage travel arrangements for the Vice President, faculty and others, to include conference registration and hotel. (E)

Organize, coordinate and manage various departmental activities, projects and functions as directed. (E)

Provide information and assistance in person or by telephone regarding programs, policies and procedures to faculty, staff, administrators, students and the general public. (E)

Assist in annual budget preparations; maintain current District Instructional program and state funded budget accounts; monitor budget expenditures. (E)

Assist the Vice President in review, development and/or recommend changes of program policies and procedures. (E)

Gather, research and compile complex statistical information for budget preparation and for preparation of narrative reports for such items as program and curriculum review, handles grant and state reporting. (E)

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public. (E)

Establish and maintain a variety of complex files and records. (E)

Prepares agenda items for meetings; attends meetings, records minutes, prepares minutes for distribution and maintains records. (E)

Acts as a key contact for student issues/complaints; solves problems, makes contacts for students, and routes students through the appropriate channels. (E)

Prepares a wide variety of materials such as correspondence, reports, surveys, forms, charts budget sheets and memoranda (independently, notes and/or oral instructions), maintaining confidentiality. (E)

Assist the Vice President in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs.

Provide work direction and guidance to others as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Programs under the direction of the Vice President.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Organization, policies and rules of assigned administrative office.

Modern office practices, procedures and equipment.

Statistical, financial and narrative record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Public relations techniques.

Modern office practices, procedures and equipment.

ABILITY TO:

Maintain high level of confidentiality.

Independently prioritize complex matters and issues.

Process administrative details independently including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks.

Interpret, apply and explain rules, regulations, policies and procedures.

Type at 65 words net per minute from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective professional relationships with employees, students and the public.

Meet schedules and time lines despite multiple interruptions.

Prepare reports by gathering and organizing data from a variety of sources.

Communicate effectively both orally and in writing.

Operate a variety of office equipment such as typewriters, computer terminals, calculators, copiers and word processors.

Understand and follow oral and written instructions.

Make arrangements for meetings and conferences.

Maintain a variety of files, records and logs.

Plan and organize work.

Utilize a computer to perform advanced level document production including complex formatting of documents and creating charts; establish and maintain databases and spreadsheets; and maintain web page information utilizing a variety of software and hardware.

Learn applicable sections of the State Education Code and other applicable laws.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: AA degree in business administration or related field and four (4) years increasingly responsible secretarial experience. Experience working in an educational setting preferred, but not required.

ENVIRONMENT:

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read various materials.