



## Classification Description

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**Job Title:** Administrative Assistant

**Pay Grade:** 105

**Job Code:** 3465

**FLSA Status:** Non-Exempt

### **Job Purpose**

Employees in this class provide advanced-level administrative support requiring long-range planning skills and the ability to coordinate the completion of multiple tasks or projects within established time frames that require performance of the primary functions of the Senior Staff Assistant level, but are periodically assigned to more complex work involving independent planning, coordination, and completion of special assignments at the discretion of the supervisor, including research and the development of written presentations.

### **General Responsibilities**

#### **Essential Functions**

Coordinates the accurate and timely completion of both routine administrative department functions.

Prepares materials and presentations for College, public, or community organizations, and reports or materials as required by the supervisor.

Coordinates intra- and inter-departmental communications to including, but not limited to, administrator directives, dissemination of College/department policy and procedure, and meeting agendas.

Analyzes and reviews the performance of administrative functions under their charge for the purpose of improving efficiency, maximizing resources, and ensuring accuracy in task performance.

Prepares and disseminates routine departmental reports and special reports as requested.

Assists the supervisor in both routine and special department projects, which may include statistical and financial analysis, research, data compilation, and report preparation.

Coordinates and maintains departmental filing system to include supervisor's files, all department records, forms, reports, etc., as needed.

## **ADMINISTRATIVE ASSISTANT**

Monitors and manages assigned budgets, including grant budgets where applicable.

Oversees the maintenance of accounting records for the department, which may include purchase orders and requisitions, billing, expenditures, revenues, inventory, and payroll.

Ensures the accurate preparation of daily/weekly/monthly/annual reports, news releases, announcements, etc., and prepares complex and/or special reports as directed.

Maintains department/supervisor's calendar, arranging and/or monitoring scheduling for seminars, training, meetings, travel, and related department functions.

Assists supervisor as directed in performing administrative support and coordination related to budgetary responsibilities, which may include development, revision, and analysis.

Coordinates and supervises special projects that may be complex and specialized in nature as assigned.

Represents the supervisor at meetings, events, and other forums when requested.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills, and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education.

Three (3) years experience providing administrative support to a senior level leader in a business or institutional setting. An appropriate combination of education and experience may be substituted.

Demonstrated experience using a personal computer, office software such as MS Office, various web-based platforms, and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.

## ADMINISTRATIVE ASSISTANT

- Take initiative and independently plan, organize, coordinate and perform work in various situations involving numerous and diverse demands.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students, and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

- Physical:                   Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, and walking. On occasion, incumbents may be required to lift 20 or more pounds.
- Environmental:           Normal general office.
- Mental:                   Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved through the Classification/Compensation Study: September 1, 2009. Revised: February 14, 2011, October 17, 2013, July 1, 2014, September 10, 2015, December 6, 2019, July 1, 2023, January 29, 2024, July 1, 2024, and January 21, 2026.