



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
ADMINISTRATIVE ASSISTANT II	CLASSIFIED	GRADE: K
BOARD POLICY REFERENCE: 2012 CLASSIFICATION REVIEW		DATE: April 10, 2012

JOB DESCRIPTION:

Under general supervision, perform administrative support duties requiring a high degree of expertise 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 area/department; supervise and organize the work of student employees and short term, non-continuing personnel; and perform related work as required.

SCOPE:

The Administrative Assistant II classification coordinates the daily support activities and operations of an assigned area/department; provides administrative and clerical support to assigned supervisor(s); and provides technical assistance to others within assigned area/department. Typically, this classification will support a relatively medium to large-sized area(s)/department(s).

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification is distinguished from the Administrative Assistant I by the increased level of independence and initiative expected and complexity of problem solving needed, including acting as a lead worker to other classified staff. Incumbents are expected to interpret policies, procedures and regulations and be able to explain them to others. They may have the responsibility of coordinating a small office. Employees in this classification may also monitor more than one budget and participate in budget development. They may assist in the development of a website. The AAll is expected to have technical knowledge of the assigned area/department. Incumbents may coordinate special projects or programs (such as small events, travel arrangements, workshops, etc.).

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. Assists students, staff and the public and refers to appropriate area/department if needed.
2. Oversees various administrative support tasks within an assigned department or area; troubleshoots and resolves problems, and recommends solutions.
3. Interprets and explains District policies and procedures related to the assigned area(s)/department(s).
4. 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.
5. Prepares and tracks submission of curriculum documents according to Title V and District guidelines.
6. Coordinates activities for a variety of meetings, conferences, and special events and projects; attends meetings, takes notes and prepares minutes.
7. Monitors several budgets; prepares purchase requisitions and budget transfers and supply orders electronically; provides budget-coding assistance to faculty and staff.
8. Develops and maintains complex spreadsheets and databases.
9. Maintains various statistical records for department(s) or area(s); maintains complex general and confidential files.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Updates and/or maintains a web site; may assist in the development of a web site.
11. Provides detailed administrative support for assigned area(s)/department(s).
12. Processes and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
13. Delivers, retrieves and sorts area/departmental mail.
14. May supervise and organize the work of student employees and short-term, non-continuing personnel, including monitoring of time sheets.
15. May serve as a lead worker to other classified staff in the area.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform complex and detailed clerical and administrative support work with accuracy and speed; type or keyboard with accuracy and efficiency from clear copy or handwritten notes; compose correspondence and accurate reports; analyze situations accurately and take appropriate action; communicate effectively in English; follow and give oral and written directions; perform mathematic calculations with accuracy; develop and maintain statistical records; work independently with a minimum of supervision; interpret and apply District policies and procedures; interact with the public in a helpful, courteous and friendly manner; maintain effective working relationships; demonstrate sensitivity to, and respect for, a diverse population.

Preferred: Type or keyboard at a minimum of 50 words per minute.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing, intermediate bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; current office equipment, technology and standard computer software such as Microsoft Excel, Outlook, PowerPoint, Word, and internet navigation and web site maintenance programs; tasks associated with planning of special events and projects; 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:

Graduation from high school.

Preferred:

- Completion of an administrative assistant certificate (or equivalent coursework).
- Associates degree

Experience:

A minimum of two years of increasingly responsible administrative support, or office management experience.