

TITLE: Administrative Assistant II

CLASSIFICATION: Classified

SALARY GRADE: C08

SCOPE OF POSITION:

Under general supervision, provides administrative and clerical support to individuals within assigned area(s). Serves as first point of contact, schedules appointments, reserves rooms, composes correspondence and forms and may assist with webpage updates and budget tracking. Organizes activities for programs, travel arrangements, meetings, conferences, and events. May serve as a lead worker to other classified staff in the area.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant II classification is distinguished from the Administrative Assistant I by performing the duties of the Administrative Assistant I with increased level of independence and initiative expected and complexity of problem solving needed. Incumbents are expected to apply policies, procedures, and regulations and communicate them to others. May monitor more than one budget and participate in budget development.

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(s); performs administrative duties for assigned area(s) and ensures efficient operations; serves as point of contact for assigned area(s); suggests changes in processes and may train others.
2. Oversees administrative support tasks within assigned area(s). Resolves issues and recommends solutions.
3. Interprets and assists with the implementation of District policies and procedures related to the assigned area(s).
4. Prepares reports, correspondence, forms, agendas, directories, and spreadsheets. Compiles information for and tracks faculty and other evaluations. Proofreads documents for accuracy, completeness, and conformity to established formats. Designs and creates forms and marketing and informational materials.
5. May process and track schedule changes, troubleshoot and resolve scheduling issues. May monitor enrollment and faculty loads.
6. May assist with completion and track submission of curriculum documents according to Title V and District guidelines.
7. Coordinates activities for meetings, conferences, events and projects. May attend meetings, take notes, and prepare minutes.
8. May participate in budget development and monitor multiple budgets. Prepares purchase requisitions, budget transfers, and supply orders; assists with facilitating purchasing processes. Develops and maintains spreadsheets and databases; maintains statistical records and confidential files for assigned area(s).
9. May develop and modify area webpages. Coordinates with appropriate areas to implement changes to online content.

TITLE: Administrative Assistant II

KEY DUTIES AND RESPONSIBILITIES – Continued

10. May supervise and direct the work of student employees.
11. May serve as lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Current office methods and practices including filing, proofreading, formatting, report writing, bookkeeping, and fiscal management.
2. Proper English usage, spelling, vocabulary, and grammar.
3. Proper reception and telephone etiquette.
4. Basic web accessibility tools and document remediation.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Compose, proof, and edit correspondence and reports.
2. Perform mathematical calculations.
3. Maintain detailed records and compile statistical information.
4. Apply District policies and procedures.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

2+ years of related experience performing administrative support duties required.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).