

**TITLE: Administrative Assistant III**

**CLASSIFICATION: Classified**

**SALARY GRADE: C10**

**SCOPE OF POSITION:**

Under general direction, provides complex administrative assistance and office management support for assigned area(s) including fiscal management, customer relations, or other specialized services. Collects, maintains, and analyzes complex and/or confidential data. Prepares comprehensive reports or other documentation and provides resources to support departmental initiatives, processes, and operations, including designing and maintaining web pages. Supervises, trains, and organizes the work of student and short-term, non-continuing employees. May serve as a lead worker to other classified staff in the area.

**DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant III classification is distinguished from the Administrative Assistant II by performing administrative/clerical support duties for a large complex area/department or multiple programs or departments with increased level of independence and initiative expected and complexity of problem solving needed. Incumbents are expected to interpret and apply policies, procedures, and regulations and communicate them to others. Monitors multiple budgets and participates 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; researches issues, recommends solutions and resolves conflicts, and refers to the appropriate area(s) as needed; serves as primary point of contact for assigned area(s).
2. Coordinates complex administrative tasks within assigned area(s).
3. Interprets and implements District policies and procedures for faculty, staff, students, and the public related to the assigned area(s). Initiates and implements changes in work processes and procedures.
4. Prepares reports, correspondence, forms, agendas, faculty evaluations, 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 train faculty in preparation of creating curriculum outlines. May coordinate submission of curriculum documents according to Title V and District guidelines.
6. Coordinates activities for programs, meetings, conferences, and District-wide events or projects. May attend meetings, take notes, and prepare minutes.
7. Compiles, maintains, and assists in developing budgets; monitors multiple program(s)/activity budgets and reconciles records and budgets. Facilitates purchasing processes, including researching vendors, preparing requisitions, contracts and budget transfers; tracks orders. Provides budget assistance, such as account coding information, to faculty and staff.
8. May initiate and track schedule changes, troubleshoot and resolve scheduling issues and assist with schedule development. May monitor enrollment and faculty loads.
9. Develops and maintains detailed spreadsheets and databases; maintains statistical records and confidential files for department(s) or area(s).

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**KEY DUTIES AND RESPONSIBILITIES – Continued**

10. Designs, develops and modifies department webpages. Coordinates with appropriate areas/departments to implement changes to online content.
11. May supervise and direct the work of student employees.
12. 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, advanced 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 complex 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:**

Associate degree required.

**EXPERIENCE:**

3+ years of related experience in administrative support or office management.

**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](#).*