

## Ohlone Community College District



### **EXECUTIVE ASSISTANT TO THE ASSOCIATE VICE PRESIDENT (NEWARK CENTER FOR HEALTH SCIENCES AND TECHNOLOGY)**

Under the direction of the Assistant Vice President, Newark Center for Health Sciences and Technology (NCHST), this position will be responsible for performing and coordinating administrative and business management services aimed at assisting the AVP NCHST. This position will also be responsible for coordination of the center's continued LEED certification process.

#### **EXAMPLE OF DUTIES & ESSENTIAL RESPONSIBILITIES**

- Perform and/or direct the centralized administrative and business operations including office procedures, analysis activities, personnel actions, monitoring budgets.
- Assist with individual projects such as LEED certification process for the campus; assist with the preparation of specifications and contract documents and budget reports related to the NCHST
- Develop and implement departmental and NCHST campus wide, clerical, fiscal procedures and other procedures and policies; maintain purchasing, inventory, and budget records; analyze office methods, procedures and forms.
- Recommend methods for improvement of procedures and coordination of departmental and NCHST campus wide functions; prepare operating and procedures manuals.
- Provide liaison between departments and campuses on all assigned administrative matters; represent the department on various committees.
- Research, develop and maintain specialized statistical and operational reports; file reports with various agencies; plan and oversee departmental filing and recordkeeping needs.
- Prepare purchase requisitions; reconcile the proper receiving and payment of items/services requested; follow-up on late shipments and service performances and resolve invoice/payment discrepancies with contractors and accounting personnel.
- Operate a networked personal computer utilizing word processing, spreadsheet, database, presentation, project management, document software and related software applications.
- Assist and conduct special projects related to events at the NCHST.
- Act as coordinating liaison between NCHST and district staff, contractors, architects, engineers and other vendors in matters related to facility projects.
- Perform other related duties as required.

#### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:** Office management principles, methods and procedures; office procedures and maintenance of records; administrative survey techniques; spreadsheet and relational database management; basic accounting principles; principles and practices of management related to training.

**Abilities:** Understand, apply, and implement administrative policies, practices, and procedures; represent management in dealing with a variety of administrative policies, practices and procedures on a variety of administrative matters with other departments, employees, or outside public and private agencies; train, evaluate and supervise the work of staff; plan, coordinate and initiate action necessary to implement decisions and/or recommendations; work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies; speak and write effectively; establish and maintain cooperative working relationships with a variety and level of departmental staff.

**Skills:** Operate a variety of office equipment including computers with office and special software applications.

#### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** High school completion or equivalent supplemented by specialized course work in office practices, computer applications, management or business administration.

**Experience:** Three years of increasingly responsible administrative assistant, office management, or related experience. Experience in a community college is highly desirable.

**Special Requirements:** *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment.

**DESIRABLE QUALIFICATIONS**

- Sensitive to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College.
- Skills in organizing, assimilating and analyzing complex information; purchasing in an online environment.
- Able to perform detailed, complex administrative task with accuracy and speed.
- Work independently with minimal supervision carrying out written and oral instructions.
- Knowledge of English usage, spelling, grammar and punctuation. Modern office procedures, methods and computer equipment. Advanced principles and procedures of record keeping.
- Experience with project management or coordination of capital projects, and understanding of LEED certification for "green buildings".
- Experience in community college is highly desirable.

Date Revised/Written: 12/11/07  
Union Approved: 12/11/07  
Board Approved:

Deleted: C:\DOCUME~1\Sauer\LOC  
ALS~1\Temp\EXECUTIVE  
ASSISTANT TO AVP - JD.doc

<T:\Websites\Ohlone-ZOPE\Ohlone-ZOPE-WorkingFiles\org\board\20080109boardpacket\09b-execasstavpid.doc>  
<T:\Websites\Ohlone-ZOPE\Ohlone-ZOPE-WorkingFiles\org\board\20080109boardpacket\09b-execasstavpid.doc>