

CONFIDENTIAL ASSISTANT TO THE VICE PRESIDENT, ADMINISTRATIVE SERVICES

(Classified Confidential Position)

SUMMARY

Under direction of a Vice President, to perform and coordinate administrative and office management functions; support collective bargaining activities; supervise and coordinate risk management functions; coordinate/supervise student workers; responsible for day-to-day operations of a central administrative and business management services function aimed at assisting a Vice President. Night and weekend work may be required; work assignment includes all District campuses and sites; location assignments other than District campuses and sites may be required.

SUPERVISION

Exercises supervision over assigned program areas and student workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

1. Perform and/or supervise the centralized administrative and business management operations including office management, procedures, analysis, activities, personnel actions, budgeting and accounting;
2. Develop and implement departmental, clerical, and fiscal procedures and policies; maintain and organize purchasing, inventory, and budget records; analyze office methods, procedures, and forms;
3. Recommend methods for improvement of procedures and coordination of departmental functions; prepare operating and procedures manuals;
4. Supervise or direct administrative control over student workers;
5. Conduct studies and prepare reports on departmental operations including procedures, systems, space requirements, organizational structure, expenditure of funds, and types and effectiveness of equipment;
6. Assist the Vice President by handling correspondence within assigned areas of responsibility; compose various types of correspondence;
7. Provide liaison between department and other departments on all assigned administrative matters; represent the department on various committees;
8. Research, develop, and maintain specialized statistical and operational reports; file reports with various required agencies; plan and oversee departmental filing and recordkeeping needs;
9. Monitor expenditures of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budget allotment;
10. Conduct special projects as assigned related to development of departmental administrative services; gather collective bargaining data;
11. May prepare, negotiate, and administer contracts; prepare and maintain monitoring and reporting systems; prepare grant applications; and confer with state and federal regulatory agencies;
12. Monitor the risk management program; liaison with property insurer for liability claims; assist with coordination of student graduation activities.
13. Provide administration support and leadership for emergency response team (ERT).
14. Monitor and revise as needed Administration Procedures related to administrative services division.
15. Perform other related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of office management principles, methods, and procedures; office procedures and maintenance of files and records; administrative survey techniques; basic statistical and research methods; principles, problems and methods of public and business administration, including organization, fiscal management, and budgetary control; basic accounting principles; principles and practices of management relating to training, evaluation, and supervision of staff.

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 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 business/office and special software applications. PowerPoint and Excel expertise highly desired. Exceptional critical thinking; problem-solving; organizational and communication skills required.

EXPERIENCE AND EDUCATION

A bachelor's degree from an accredited college or university with major course work in management or business administration, office practices, or related field OR the equivalent. Plus, 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.

Approved: Amended 3/19/14