

**Administrative Assistant, Chancellor's Office**  
**District Office**  
**Kern Community College District**  
**JOB DESCRIPTION**

## **Definition**

The Administrative Assistant, Chancellor's Office, under the general direction of the Chancellor and on behalf of the Board of Trustees, will serve as custodian of record for the legal confidential records of the governing board; provide legal notices, certify official minutes, resolutions, and excerpts; provide administrative support to the Board of Trustees and the Chancellor's Office, in a wide variety of responsible and confidential matters in the area of assignment.

## **Examples of Duties**

1. Perform a variety of duties independently in support of the operations of the Governing Board of Trustees and Chancellor's Office.
2. Provide clerical support to the Governing Board and Chancellor, maintain appointments and event calendars, arrange meetings, conferences, and travel accommodations, and process travel and other expense claims.
3. Develop and implement procedures for preparation of the Board of Trustees agendas, minutes, and all official notices of meetings of the Board of Trustees in compliance with legal requirements; supervise preparation and distribution of these materials in a timely manner to meet legal requirements and procedural deadlines.
4. Attend all regular and special meetings of the Board of Trustees, record, prepare, and distribute minutes and maintain official records of Board minutes, agendas, and resolutions. Meetings include special meetings, meetings of the Board Finance/Audit, Legislation, and Evaluation/Accreditation Committees.
5. Ensure the dissemination of all Board actions requiring correspondence or notification to public agencies, District personnel, and the public, as appropriate.

#### Example of Duties continued

6. Monitor the Budgets for the Board of Trustees, the Chancellor's Office, and District Office Operations, and ensure that all expenditures are correctly recorded and account balances are sufficient to cover costs. Prepare proposed budgets for submission each budget year.
7. Maintain appointment schedules and calendars and arrange meetings, conferences, workshops, and appointments for the Board members.
8. Perform a wide variety of secretarial and administrative details, research and compile data and reports on assigned topics.
9. Assist Board members in filing election forms. Complete annual legal documents required by County, State, and Federal laws on behalf of the Board of Trustees.
10. Maintain Board of Trustees' historical and current official files and other information pertinent to the legal aspects of the District's functions, i.e., elections, re-districting, and voting regulations.
11. Maintain the Board of Trustees website; post and maintain web-based meetings and proceedings utilizing web-based software.
12. Maintain effective communications with other offices, staff, students, faculty, and the public; greet visitors to the office; answer telephones; provide routine information and direct visitors to appropriate offices/individuals.
13. Compose correspondence independently on a variety of matters; compile and type various letters, reports, and statistical data as directed; take and transcribe confidential notes; and make travel arrangements.
14. Operate a variety of office equipment including computer and applicable software; and may be required to operate a vehicle to conduct work.
15. Work confidentially with discretion on sensitive and private information applicable to collective bargaining or other union matters.
16. Direct workload and oversee other clerical personnel as assigned.

#### Example of Duties continued

17. Use considerable judgment in handling complex and controversial matters, resolving informal complaints when appropriate, and informing the

Chancellor of their resolution. Make appropriate referrals to students and community members as to appropriate channels to follow for grievances, complaints, and resolution of issues.

18. Assist the Chancellor in any special projects as required.
19. Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.
20. Perform other duties as assigned.

## Qualifications

### Minimum

- This position requires a completion of an Associate degree or higher from an accredited institution.
- Successful work experience equivalent to five years of increasingly responsible secretarial and/or clerical experience.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

Knowledge of modern office procedures, methods and computer applications; ability to interpret District Board Policy and laws applicable; ability to communicate clearly and concisely; ability to operate a microcomputer and word processing/desktop publishing software; and ability to establish and maintain cooperative working relationships.

### Knowledge and Abilities continued

Ability to take and transcribe dictation and/or meeting notes.

Ability to work independently with minimum direction and under strict deadlines, exercising good judgment in recognizing the scope of authority and care in administrative detail.

Ability to learn and interpret rules and regulations of the Brown Act, California Education Code, and Title V.

Ability to learn and use an integrated administrative information system.

Knowledge and ability to use computer programs such as: Outlook, Word, Excel, PowerPoint, and Access.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1      Often—51-75 percent = 3  
Occasional—25-50 percent = 2      Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is a confidential position. This position has access to and participates in the bargaining unit negotiation process.

## Signatures/Approval

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

08/23/2011