

Administrative Assistant, President

**Porterville College
Kern Community College District
JOB DESCRIPTION**

Definition

The position of Administrative Assistant, President, is directly responsible to the President of the College. The administrative assistant shall assume major responsibilities in performing a wide variety of highly responsible tasks and confidential work associated with the office of the President. Performance in the role of administrative assistant requires the application of a broad knowledge of policies, procedures, regulations, and rules governing the College and the District.

Examples of Duties

1. Process administrative details not requiring the immediate attention of the College President. Distribute information or answer questions where knowledge, judgment, or interpretation of policies, procedures, and regulations are necessary.
2. Collect and compile information needed by the College President.
3. Prepare correspondence and memos independently or from written and oral instructions.
4. Record, receive and transcribe dictation from meetings the College President directs.
5. Plan and make arrangements for appointments and meetings required of the College President.
6. Maintain the College President's calendar, screen visitors, telephone calls, and mail.
7. Attend meetings and organizations under the leadership of the College President and assume responsibility for the orderly dissemination of material and the recording of proceedings.
8. Arrange and prepare for receptions, and special luncheon meetings for the President's office.
9. Maintain Education Code, Title 5 regulations, and other handbooks with current information.
10. Maintain files of the College President's office.
11. Maintain communications on issues related to the College with the District Office of the Kern Community College District and Porterville public schools, and foster working relationships with personnel of these agencies.

Examples of Duties (continued)

12. Work in liaison with the District Office and campus personnel on matters relating to District and campus policies and procedures.
13. Coordinate preparation of the Porterville College board action requests and maintain a file of these requests and action by the board of Trustees.
14. In the absence of the Communications and Marketing Manager, compile information and write Board Reports; as well as prepare and forward news releases to the appropriate agencies.
15. Supervise and provide assistance to the personnel in the Information Center.
16. Assist in preparation and management of the annual budget for the Office of the College President.
17. Assist Vice President, Finance & Administrative Services, and Manager, Human Resources, in matters related to bargaining unit negotiations as required by the College President.
18. Assist the College President on issues related to the Porterville College Foundation.
19. Assist in the development and preparation of reports and projects for facilities and maintenance and operations.
20. Provide assistance to the Director of Maintenance & Operations in matters related to use of College facilities, processing, and scheduling as required by the College President.
21. Assist the College President in the development and completion of a College policy and procedures manual. Keep the manual and all policies current.
22. Serve on committees as assigned by the College President.
23. Perform other duties as assigned by the College President.

Minimum Qualifications

- Education equivalent to two years of college.
- Four (4) years of increasingly responsible administrative secretarial 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:

- Public relations and advance customer services techniques.
- Research methods, report and letter writing techniques, records process, and maintenance of procedures and systems.
- English usage; grammar, punctuation, and vocabulary.
- Modern office practices, procedures, methods, and computer applications including word processing, spreadsheet, and presentations.

Ability to:

- Process administrative details not requiring the attention of the College President, including coordination of functions, communication of department policy, and other administrative work.
- Operate a computer and assigned software at an intermediate or advanced level.
- Communicate clearly and concisely with interpersonal skills including tact, patience, and courtesy orally and in writing.
- Perform highly responsible and complex tasks exercising independent judgment.
- Analyze situations accurately and adopt an effective course of action.
- Learn, interpret, apply and explain policies and procedures.
- Plan and organize work and to work independently with minimal direction and under strict deadlines.
- Exercise good judgment in recognizing scope of authority and care in administrative detail.
- Establish and maintain effective interpersonal relationships and communicate effective both orally and in writing with on-and-off-campus constituents.

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

Occasional – 25-50 percent = 2

Often – 51-75 percent = 3

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.
4	Ability to operate office equipment.
3	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.
1 or 2	Ability to lift and/or carry 10 pounds.

Status / Rationale

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

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)