

Administrative Assistant, President
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Administrative Assistant is directly responsible to the President of the College. The administrative assistant is responsible for providing a wide range of complex and confidential work including public relations, personnel, and budget matters that encompass all areas of the College, as well as the District Office, and the community. The employee in this position provides support in contract negotiations and administration.

Examples of Duties

1. Perform highly responsible and complex administrative and secretarial work exercising independent judgment in relieving the President of administrative detail.
2. Organize, plan, supervise, and evaluate the clerical staff and the daily operations of the office of the President.
3. Research, compile, analyze, and summarize data for projects, reports, meetings, and memos as assigned by the President.
4. Work with other offices and agencies coordinating specific activities and assuring the completion of such activities.
5. Prepare correspondence, reports, and requests for approval by the Board of Trustees independently or as directed.
6. Receive inquiries from various segments of the college community and provide responses as appropriate consistent with Board Policy and contractual agreements.
7. Coordinate and plan arrangements for various events under the auspices of the President's office.
8. Coordinate the planning and preparation for annual projects such as Confidential Management evaluations, campus-wide mailings, Academic Calendar, Standing Committee assignments, the Board of trustees' Annual visit to Bakersfield College, and Commencement.

Examples of Duties (continued)

9. Organize, attend, and follow up on various administrative meetings chaired by the President, and assume responsibility for the dissemination of materials and recording of meetings.
10. Initiate and answer telephone calls, screen and direct calls and visitors to appropriate personnel.
11. Establish and maintain effective interpersonal relationships with staff, students, District Office personnel, and community members.
12. Monitor and process absences for confidential management personnel (illness, personal business, leave of absences, compensatory time, conference attendance, etc.)
13. Analyze needs, provide cost estimates, and prepare the President's Office annual budget; monitor expenditures for the President's Office and Academic Senate Office.
14. Supervise the organization and maintenance of complex and confidential filing systems, maintain confidentiality of records, and information.
15. Perform other related duties as assigned.

Minimum Qualifications

- Education equivalent to two years of college.
- Four (4) years of increasingly responsible administrative secretarial experience. Bachelor's Degree preferred.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

- Ability to process administrative details not requiring the attention of the President, including coordination of functions, communication of department policy, and other administrative work.
- Ability to perform highly responsible and complex tasks exercising independent judgment.
- Knowledge of public relations techniques.
- Knowledge of Research methods and report and letter writing techniques, records processing, and maintenance procedures and systems.

Knowledge and Abilities (continued)

- Knowledge of English usage; grammar, punctuation, and vocabulary.
- Knowledge of supervisory principles.
- Knowledge of modern office practices, procedures, methods, and computer applications, word processing, spreadsheets, and presentation software.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to learn, interpret, apply, and explain policies and procedures.
- Ability to plan and organize work.
- Ability to direct the work of others.
- Ability to work independently with minimal direction and under strict deadlines.
- Ability to exercise good judgment in recognizing scope of authority and care in administrative detail.
- Ability to establish and maintain effective interpersonal relationships and communicate effectively both orally and in writing.

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
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	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.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 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)