

Administrative Assistant, President
Cerro Coso Community College
Kern Community College District
JOB DESCRIPTION

Definition

The Administrative Assistant to the President, is directly responsible to the President of the College and 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 assistance requires the application of a broad knowledge of policies, procedures, regulations, and rules governing the College and the District.

Examples of Duties

1. Perform highly responsible and complex administrative and secretarial work exercising independent judgment in relieving the President of administrative detail.
2. Maintain the President's schedule for best use of his/her time, arranging appointments and meetings based on his/her responsibilities and priorities.
3. Research, compile, analyze, and summarize data for projects, reports, meetings, and memos as assigned by the President.
4. Coordinate and plan arrangements for various events under the auspices of the President's office.
5. Respond to all routine inquiries from college personnel, community, and visitors, and serves as a first point of contact on behalf of the President.
6. Arrange for meetings, receptions, and/or luncheons called by the President. Serves informally as host when required.
7. Initiate and answer telephone calls, screen and direct calls, and take messages on behalf of the President.
8. Establish and maintain effective interpersonal relationships with staff, students, district office personnel, and community members.
9. Prepare one-time reports as directed.

Example of Duties (continued)

10. Make arrangements for the annual Kern Community College District Board of Trustee visitation to the College.
11. Interact with administrators, as appropriate, on administrative matters. Acts informally as a liaison between the President and administrators.
12. Serve as a recorder for all meetings of the Administrative Cabinet and the College Council.
13. Prepare travel requests and arranges for travel logistics for the President.
14. Arrange appointments and itineraries for the President to visit off campus organizations and educational centers.
15. Prepare and disseminates correspondence and reports independently or as directed.
16. Supervise the organization and maintenance of complex and confidential filing systems; maintain confidentiality of records and information.
17. Handle incoming email and prepare correspondence from oral and instruction for the President's review and signature.
18. Coordinate with the various offices of the District Office as required, maintaining the flow of information and reports as required.
19. Keep current software applications used by the District and College to provide the President with information, data, and reports necessary for problem solving and decision making.
20. 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.
21. Receive inquires from various segments of the college community and provide responses as appropriate consistent with Board Policy and Collective Bargaining Agreements.
22. Monitor President's operational office and Academic Senate's budget.
23. Prepare purchase orders in and out of Banner to keep the President's office stocked with essential office supplies and supplies necessary to host receptions, meetings, and events as appropriate.
24. Analyze needs, provide cost estimates, and prepare the President's office annual budget.

Examples of Duties (continued)

25. Act as an informal liaison between community members, staff, and foundation board members to facilitate the free flow of information.
26. Serves as a recorder for all meetings of the Cerro Coso Community College Foundation.

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 President, including coordination of functions, communication of department policy, and other administrative work.
- 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
- 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 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.
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)