

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 and serve as College-wide trainer for special group training sessions for the BANNER software program. 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. Performance in the role of end-user trainer requires receiving calls on the telephone help line, establishing queue ID's, serving as security access coordinator for BANNER, and developing training materials to assist staff, faculty, and administration in utilizing BANNER.

Examples of Duties

Administrative Assistant

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.
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.

Example of Duties—Administrative Assistant (continued)

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 workshops, receptions, and special luncheon meetings.
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.
12. Working 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 a Director, Public Information, 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 Director, Business Services, and Associate Director, 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, Maintenance and Operations/Auxiliary Services 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.

Example of Duties—Administrative Assistant (continued)

22. Serve on committees as assigned by the College President.
23. Perform other duties as assigned by the College President.

BANNER Security Coordinator/End-User Trainer

1. Coordinate special training sessions as needed with district User Support Analyst. Serve as trainer for special group training sessions and one-on-one training sessions for the BANNER software program including the student module and finance module.
2. Receive Porterville College campus-wide 'help line' telephone calls telephone; respond to questions regarding the system; troubleshoot, resolve, or confer with District help line staff on malfunctions as needed.
3. Assist in the establishment of queue ID's and maintain security access data for BANNER; maintain related records; communicate with BANNER web and District personnel regarding BANNER access and security.
4. Prepare and present training materials to assist staff, faculty, and administration in utilizing BANNER.
5. Maintain manuals, codes, handbooks, and directors; prepare correspondence independently.
6. Work with District BANNER systems manager and other department staff to coordinate information and procedures with appropriate administrators.
7. Maintain current knowledge of system enhancements and changes; notify staff/faculty of current and upcoming changes to the system.
8. Perform related duties as assigned.

Minimum Qualifications

- Equivalent to two years of college, including coursework in graphic arts, management information systems, or related fields, and four years of increasingly responsible secretarial and/or clerical experience and related experience in business writing and training.
- 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 and understanding of computer, standard word processing system, individual and group training techniques, practices and procedures, and troubleshooting software and hardware malfunctions.
- Knowledge of modern office practices, procedures and equipment; proper use of digital camera and scanning equipment; and operation of a computer and assigned software systems including BANNER and graphic arts systems.
- Knowledge of record-keeping techniques and business writing for the preparation of training materials.
- Ability to relate College and District Board Policies and applicable laws pertaining to daily campus operations.
- Ability to communicate clearly and concisely with interpersonal skills including tact, patience, and courtesy orally and in writing.
- Ability to coordinate, monitor, implement individual and group training sessions, and develop effective training materials.
- Ability to develop advertisements and informative publications.
- Ability to prepare and maintain records and reports.
- Ability to operate a computer and assigned software.
- Ability to work independently with little direction.
- Ability to establish and maintain cooperative working relationships 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

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.
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.
2	Ability to lift 10 pounds.

Ratings	Essential Physical Requirements (continued)
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)