Position:	Administrative Assistant Senior	**FLSA:**	Non-exempt
Department/Site:	Various	**Salary Grade:**	119
Reports to/Evaluated by:	Administrator	**Salary Schedule:**	Non-Operations

SUMMARY

Under general direction, performs a variety of technical and complex administrative support duties for an administrator. Coordinates and performs administrative projects within a division. Position is distinguished from that of Administrative Assistant by the degree of accountability of the work, and greater latitude in exercise of independent judgment concerning assigned duties. Coordinates work flow and support activities for the office and often for programs involving multiple organization units and grants.

DISTINGUISHING CAREER FEATURES

The Senior Administrative Assistant is part of a multi-level career path encompassing administrative and secretarial support. The Administrative Secretaries I and II focus on applying advanced secretarial skills for a function that is usually a single area of focus. Advancement to Administrative Assistant requires at least two years as an Administrative Secretary within the District (or equivalent) and a demonstrated ability to serve higher level administrators and a function that requires integrating the services of multiple sub-functions. Administrative Assistants typically report to a department head having district-wide scope of responsibility. Senior Administrative Assistants typically report to an Assistant Superintendent or equivalent in scope of authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs technical and complex administrative support involving the use of independent judgment and an in-depth understanding of the functions and procedures of the division, with a working understanding of functions and procedures of other divisions.

- Responds to inquiries and conveys technical and/or other information about programs and services provided by the organizational unit and District. Interprets and conveys policies and procedures, referring extremely difficult or sensitive matters to the appropriate administrator.

- Organizes, balances, prioritizes, and performs administrative support duties, anticipating business and academic calendars and cycles. Establishes and works within time lines for projects, activities, and required submissions.

- Coordinates the administrative aspects of projects and events, integrating them with ongoing work routines and making assignments to other staff as necessary.

- Provides administrative support to special processes such as, but not limited to cross-functional committees, advisory boards, and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.

- Takes notes and transcribes proceedings, as required. Types (keyboards) from rough drafts or verbal instructions a variety of materials such as letters, memoranda, reports and statistical data. Independently composes original correspondence and forms on routine department matters.

- Prepares board agenda items, agreements, and contracts for services/facilities used by and/or provided by the division. Processes contract documents and sets up internal routines for monitoring performance.

- Receives and screens telephone calls and visitors, handling routine-to-difficult matters independently, providing information as appropriate, or routing calls to administrators.

- Schedules appointments and arranges meetings as directed. Prepares schedules and informs participants, confirming dates and times. May initiate hotel, conference, and travel reservations as directed.

- Prepares agreements and contracts for services used by and/or provided by the division. Processes contract documents for approval and distributes executed contracts.

- Performs special projects as assigned. Conducts research of file libraries, business transactions, official proceedings, employee and student records, industry statistics, and trends, etc., to compile reports for administration or to regulatory or governing agencies.

- Receives, handles and stores confidential information pertaining to the District and assigned division. Maintains confidentiality of private and sensitive information.

- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs. Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.

- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and from various accounts, coordinating with accounting staff to assure compliance. Prepares requisitions and claims for reimbursement.

- Prepares periodic analytical reports such as researching and estimating revenue and expense projections for current and anticipated administrative commitments. Prepares financial reports for state and local agency requirements.

- Trains, assigns, prioritizes and may review work of other staff and temporary help.

- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge and Skills: Requires extensive knowledge of modern office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires in-depth knowledge of District and divisional operations, policies, procedures, and calendars. Requires working knowledge of Education Codes applicable to the area of assignment. Requires a well-developed knowledge of, and skill at using personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases. Requires skill at facilitating problem-solving processes. Requires sufficient math skills to perform financial and statistical record keeping, including double-entry bookkeeping. Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence. Requires well-

developed human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities: Requires the ability to independently perform all of the duties of the position. Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of district and division organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator of a variety of administrative details. Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to communicate with administrators, students, staff, and the community using patience and courtesy, and in a manner that reflects positively on the organization unit.

Physical Abilities: The position incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature. Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations. Requires the ability to use near vision to read printed materials. Requires auditory ability to carry on conversations in person and over the phone. Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and to operate other standardized office equipment, almost constantly requiring repetitive motions.

Working Conditions: Work is performed indoors where minimal safety considerations exist.

Education and Experience: Position typically requires knowledge equivalent to that of an Associates Degree; supplemented by four (4) years of progressive secretarial experience, including two (2) years in the equivalent capacity to an administrative assistant. Additional progressively responsible secretarial experience may substitute for some higher education.

Licenses and Certificates: May require a valid driver's license.