

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE SPECIALIST

Salary Range 21

BASIC FUNCTION:

Under the direction of the Dean, provides complex secretarial and administrative support to the head of a major functional District-wide activity; manages the daily operations of the assigned Office of the Dean; plans, organizes, coordinates, and participates in activities specific to the administrator's assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Administrative Specialist class perform duties and manage the daily operations to support a Dean who is the administrator for at least two separate and distinct programs. Work involves specialization in each program area. The Administrative Specialist plans, coordinates, and facilitates specialized functions including managing program budgets in support of each program area. This employee classification functions on a higher level of independence than the Administrative Assistant class.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Organizes and manages the daily activities of the office to assure efficient and effective office operation; coordinates communications and handles administrative matters; develops and implements efficient and effective office practices and procedures. (E)
- Performs a variety of duties independently in support of functions delegated to the assigned administrator; interprets and applies rules and regulations as appropriate. (E)
- Prepares correspondence independently or from verbal instructions; drafts, prepares and edits a wide variety of materials such as correspondence, reports, surveys, forms, charts, and other documents; utilizes the computer to perform advanced-level word processing functions including complex formatting of documents, creating charts, developing spreadsheets and using a variety of software; verifies data for accuracy, completeness and compliance with established procedures; inputs and retrieves computerized data. (E)
- Greets visitors, initiates and answers telephone calls, screens and directs calls and visitors to appropriate personnel; responds to requests for information from students, staff and the general public regarding District programs, policies, procedures and regulations; exercises discretion and confidentiality in evaluating and/or resolving problems and complaints, including security and safety issues. (E)
- Coordinates communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public; obtains and provides information regarding District personnel and the general public regarding District programs, policies, procedures, and regulations. (E)
- Develops schedules related to division/departmental activities and services; assembles information, verifies accuracy and inputs or oversees the input of information into the computer; processes data according to established procedures and timelines; processes division schedule changes, post notices accordingly. (E)
- Assists with creating, managing, maintaining, forecasting, controlling, reconciling and balancing budgets. Prepare and submit reports as required. (E)
- Organizes, establishes filing and record keeping systems; maintains a variety of files, and records including those of a sensitive and confidential nature. (E)

- Compiles information and data from a variety of sources for reports and assist in the preparation of statistical and narrative reports from a variety of sources; conducts research as required; prepare, duplicates, and collates materials. (E)
- Schedules meetings and appointments for assigned administrator; prepares agenda items for meetings; maintains records, attends meetings and prepares minutes for distribution to appropriate personnel. (E)
- Receives, opens and routes mail; orders, issues, and maintain department supplies and forms; orders and disburses a variety of materials to other departments; faculty, student and the community. (E)
- Provides training and work direction to student assistants, hourly personnel and others as assigned; participates as requested in hiring personnel and provide input regarding performance evaluations. (E)
- Schedules facilities use, which may include classrooms; coordinates with facilities and necessary personnel.
- Creates, plans, organizes and coordinates special events, grants/special programs and/or projects and related materials.
- Coordinates activities between the administrators and staff, students, the public, outside vendors or other District campus officials; obtains and provides information, coordinates student and public activities and resolves problems. (E)
- Coordinates, schedules and maintains special/supplemental payroll for faculty and/or vendors.
- Coordinates, schedules and maintains program compliance for applicable agencies or programs.
- Completes and submits forms related to staff absences and/or leaves and prepares payroll reports.
- Processes new hires and resignations including request for phone extensions, network accounts, Banner access, email, keys, general supplies, and assembles new hire packets for disbursement.
- Hire, coordinate, schedule and manage short term hourly and outside vendors as needed.
- Provides appropriate interface between the community, business representatives, students, faculty and the dean. (E)
- Maintains efficient tracking of all tasks and projects to ensure timely completion of all tasks and projects essential to the business of the division. (E)
- Prepares brochures and program flyers. (E)
- Takes and transcribes dictation and utilizes transcription equipment; maintains confidentiality of sensitive information as appropriate. (E)
- Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school including or supplemented by course work in business, secretarial science or related field and three years increasingly responsible secretarial experience.

KNOWLEDGE OF:

Operations, procedures and activities of a division office.
 Microsoft Office Suite and other software and hardware applications,
 Modern office practices, procedures and equipment.
 Financial and statistical record-keeping techniques.
 Receptionist and telephone techniques.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 Oral and written communication skills.
 Interpersonal skills using tact, patience and courtesy.
 District organization, operations, policies and objectives.
 Operation of office machines including computer equipment and applicable software.

ABILITY TO:

Perform responsible secretarial support duties for a dean.
 Provide information and communicate effectively with College personnel, students and the public.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Compose correspondence independently.

Perform responsible clerical work rapidly and accurately.

Type at 60 words net per minute.

Take dictation transcribe accurately.

Maintain records and prepare reports.

Compile and organize data and prepare reports.

Operate a variety of office equipment such as typewriter, computer, printer, word processor, calculator and other equipment as assigned.

Learn and apply procedures, rules, regulations and terminology concerning the assigned division.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Complete work with many interruptions.

Work confidentially with discretion.

Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student assistants, hourly workers, and other clerical personnel as required.

CONTACTS: Co-workers, faculty, students, vendors, outside agencies, military recruiters, and the general public

PHYSICAL EFFORT:

Sitting for extended periods of time.

Dexterity of hands and fingers to operate a computer keyboard.

Bending at the waist, kneeling or crouching to maintain files.

Visually focusing upon computer screens and/or other records for sustained periods of time.

WORKING CONDITIONS:

Office environment. Constant interruptions

Approved March 2016

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