

## **ADMINISTRATIVE SPECIALIST**

### **BASIC FUNCTION**

Performs a wide variety of specialized and technical administrative and office support tasks within an assigned department, division, or function; assignment areas include business, administrative, and special programs; prepares a diverse range of documents and reports; monitors and tracks budgets and purchasing activities; and interacts frequently with other departments, management, faculty, students, and the public.

### **SUPERVISION RECEIVED AND EXERCISE**

Receives direction from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

### **CLASS CHARACTERISTICS**

This classification in the Administrative Support series is responsible for independently performing administrative duties in support of an assigned department, division, or function involving extensive contact with other departments, management, faculty, students, and the public. Incumbents frequently use tact, discretion, and independent judgment and initiative in the performance of their work, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Coordinates, plans, and schedules appointments and meetings; makes reservations and handles logistics and catering for on or off-campus meetings, workshops, events, and conferences, including video conferences; assists with travel arrangements and expense reports for management; schedules and maintains master calendar for the department.
2. Monitors and tracks budgets; processes budget transfers and acts as liaison with the Finance Department; monitors budget documents and other fiscal information; records expenditures and maintains current account balances.
3. Greets and directs visitors; screens calls and transfers to the appropriate office; provides information and answers questions regarding District/college programs, policies, and procedures; fields complaints and serves as a liaison for the faculty, staff, students and/or public.
4. May provide administrative and specialized support to the District's record keeping and financial transaction processing; ensures that financial system data is accurate; determines whether codes are properly assigned for expenditures; evaluates whether the budget and associated expenditures reflect the approved budget, and that grant, District, and mandated rules, regulations and processes are complied with; prepares fiscal and personnel documents for internal audits and external grant evaluations; reviews and reconciles monthly draw down statements; prepares and submits grant-related reports to oversight agencies; and maintains grant records and documentation.
5. Orders, inventories, stores, and issues office and instructional supplies; tracks and verifies invoices; prepares requisitions, purchase orders, and reimbursement requests; coordinates computer, office equipment, and facility repairs.
6. Prepares correspondence on a variety of matters, including confidential documents; composes or prepares letters, memoranda, forms, flyers, newsletters, marketing materials, and related documents; develops transparencies and slide presentations incorporating graphs, charts, and other graphics; assists in preparing contracts and agreements and Board reports; processes documents consistent with

District policy.

7. When assigned to the Peer Health program, directs, trains, and reviews the work of assigned Student Ambassadors; coordinates the Seeking Safety program by conducting outreach tasks and determining program eligibility; conducts group and individual workshops to identify stressors and issues impacting student success; provides referrals for student health and wellness; and assists in reviewing and evaluating the program's effectiveness.
8. May provide administrative support to the Regional Consortium curriculum process; coordinates with other regional partners to ensure curriculum/programs move through the approval process and that guidelines are properly posted and complied with; maintains meeting calendar; disseminates information and ensures the website information is updated and accurate.
9. When assigned to the Honors Program, generates reports to identify student GPA standings to monitor student progress toward completion of the program; receives, verifies, and processes student applications and notifies students of acceptance and course offerings.
10. May coordinate the improvement of the instruction process for full time faculty in accordance with the California Teachers' Association contract; prepares forms for submission, coordinates meetings, and ensures inclusion of all required observation reports, student surveys, and committee narrative reports.
11. Responsible for preparation of assigned meetings; may serve as the recording officer; provides administrative support; prepares agendas and meeting materials; takes, transcribes, and disseminates meeting minutes to participants.
12. Performs data entry utilizing specific data formats and various software; checks and reviews data for completeness and conformance with established processes and procedures.
13. Prepares and monitors the status of hiring paperwork for short-term and student employees; prepares and processes payroll related documentation including timesheets; tracks monthly attendance.
14. May assists in preparing work schedules for office coverage
15. Participates in District-provided in-service training.
16. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Business and administrative practices.
2. Principles and practices of business documentation composition and development.
3. Mathematical principles.
4. Basic principles of budget monitoring and tracking.
5. Basic marketing and customer outreach principles.
6. Principles and practices of data collection and report preparation.
7. Principles and practices of providing technical and functional direction to assigned staff.
8. Applicable federal, state, and local laws, codes, regulations, and policies and procedures relevant to area of assignment.
9. Principles and procedures of financial record keeping and reporting, accounts payable, and purchasing.
10. Record keeping principles and procedures.

### **Ability to:**

1. Perform a variety of specialized administrative tasks within assigned areas of responsibility.
2. Track and monitor budgets and maintain accurate transactional records.
3. Interpret, apply, explain, and reach sound decisions in accordance with District and department

- policies and procedures.
4. Perform mathematical computations with speed and accuracy.
  5. Perform customer outreach and marketing support activities.
  6. Purchase office and instructional materials and supplies.
  7. Organize and maintain office and specialized files.
  8. Prepare clear, accurate, and concise records and reports.
  9. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
  10. Exercise independent judgment within general policy and procedural guidelines.
  11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
  12. Communicate effectively in the course of performing work tasks.
  13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
  14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
  15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

**Education and Experience:**

Completion of the twelfth (12<sup>th</sup>) grade and four (4) years of varied administrative support experience; or an equivalent combination of education, training, and/or experience.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.