

ASSISTANT TO THE VICE CHANCELLOR

CLASS SUMMARY

Serves as the office coordinator and administrative assistant to the Vice Chancellor within one of the District's major divisions; provides office assistance in specialized operations; researches and compiles data and information, and drafts complex reports; maintains schedules requiring coordination with other offices; may supervise and train other office workers and student workers; and performs related duties and responsibilities as required and assigned.

REPRESENTATIVE DUTIES

Coordinates and performs advanced administrative duties independently for the Vice Chancellor; manages daily activities to assure efficient operations; provides information both on phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.

Independently organizes and coordinates the flow of activities through the office in relation to priorities, schedules and deadlines; communicate and work effectively with the Vice Chancellor, Chancellor, Board of Trustees, students, district employees, legal counsel, members of the press and the public in situations requiring tact, poise and understanding; coordinates travel for the Vice Chancellor; composes confidential documents; maintains official and confidential files and records; collects data and compiles information including information requested through public records requests; may collect, monitor and maintain staff filings and update county reporting system; prepares meeting agendas including information related to agenda, attends and takes minutes for several committee meetings which include staff and members of the community and maintains website related to meetings; may participate on committees. Assists in the budget preparation for division, monitors and manages department budget, processes expenditures and budget allocations, processes budget transfers, transfer of expenditures, reviews and submits invoices for payment, processes purchase requisitions and makes budget recommendations to the Vice Chancellor. Processes Human Resources employment documents and Payroll salary records; monitors and maintains the absence request process. Writes docket items, collects, coordinates, prepares and submits division docket. Drafts written materials from general instruction; makes appointments and coordinates Vice Chancellor's calendar. Applies judgment in handling questions or problems in absence of administrator.

ORGANIZATIONAL RELATIONSHIPS

This position is designated as a confidential employee and reports directly to the Vice Chancellor.

ASSISTANT TO THE VICE CHANCELLOR cont'd

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and experience equivalent to two years of college level training in office management or similar fields; five years of increasingly responsible office experience, including two years of experience equivalent to an Administrative Secretary or Executive Secretary level in a District/College.

Knowledge and Abilities

Thorough Knowledge of the principles of office management and word processing; preparation of spreadsheets; modern office methods, procedures, terms and equipment; office management practices; principles and practices of training, supervision and coordination of office and student workers; principles of recordkeeping and data compilation; principles of public relations related to office operations.

Practical working knowledge of the State Education Code; District Administrative and Board Policies relating to the District's operation and administration; the Ralph M. Brown Act; sources of information related to the work of the Vice Chancellor's Office, the district budget system; union and employee contracts and general district organization.

Ability to work independently; make decisions relative to the Office of the Vice Chancellor in the absence of the Vice Chancellor as authorized; coordinate and expedite a large volume of administrative detail; take complex office tasks requiring independent judgment; meet deadlines while working in a demanding work environment; adapt office procedures and details to changing needs and requirements; edit and review materials for accuracy; follow oral and written directions and carry out the policies and intentions of the district without specific instructions; read, understand, apply and explain technical policies and materials; maintain confidentiality of non-public information; organize an office involved in multiple programs.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. Screening committee may use results as one of the selection criteria.