

ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE SERVICES

DEFINITION

Performs a variety of highly responsible administrative support duties to relieve a Vice President, Administrative Services, of details relative to the business operations of his/her office including managing the clerical operations of the office.

TYPICAL DUTIES

Assists a Vice President, Administrative Services, by assuming responsibility for administrative details involving a combination of the following duties:

- Answers inquiries and explains policies and procedures related to the business operations of the administrative services office and speaks for the supervisor in personal and telephone contacts and meetings.
- Acts as a liaison between the supervisor and District administrative staff and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the supervisor's input or action, and relaying the supervisor's directives and instructions.
- Develops and recommends procedures for the compilation, maintenance, presentation, and distribution of data and maintains data used to assist in the determination of policies, procedures, and programs.
- Coordinates the processing and/or production of documents related to the business operations of the administrative services office in accordance with established time lines.
- Compiles and reviews financial, statistical, and other information related to the activities of the administrative services office and prepares data summaries.
- Reviews office clerical procedures, performance standards, records management, and related matters in order to advise administrative personnel.
- Compiles the annual budget and supporting data, maintains controls on expenditure accounts, and recommends or initiates adjustments in accounts.
- Prepares correspondence, reports, bulletins, tables, memoranda, and other related materials for assigned projects using a variety of software applications and may review and edit material, prepared by others, for accuracy and compliance with guidelines.
- Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents, and other requested information.
- Schedules and arranges meetings, appointments, and conferences for supervisor.
- Develops and maintains data bases and maintains a variety of other office files and records.
- Searches records and obtains information from other offices and agencies.
- Provides work direction and training to clerical staff assigned to the administrative services office.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Administrative Assistant, Administrative Services**, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities related to the business operations of the administrative services office, including managing the clerical operations of the office. Work assignments require the incumbent to be able to work independently and use good judgment and apply reasoning skills. Use of computer equipment and advanced software applications is an integral aspect of the duties.

An **Executive Assistant** provides a variety of highly responsible administrative support duties to a College President or District Office executive in executing his/her administrative responsibilities related to the business operations of the assigned organizational unit. Work assignments require the incumbent to use a high degree of independence and discretion; and exercise sound judgment. Use of computer equipment and advanced software applications is an integral aspect of the duties. The class of Executive Assistant (Confidential) is distinguished from the class of Executive Assistant because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

An **Administrative Aide** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, procurement and contracts, personnel, payroll, the production of a college's schedule of classes and catalog, and other centralized administrative activities for a major organizational unit. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties. The class of **Administrative Aide (Confidential)** is distinguished from the class of **Administrative Aide** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

SUPERVISION

General supervision is received from a Vice President, Administrative Services. Work direction is exercised over assigned clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Policies, regulations, procedures, and precedents applicable to the administrative services office
 - District policies and procedures related to general administrative and business transactions of the District
- Organization and key staff of major operating units of the college and District
- Computer software such as word-processing, spreadsheet, database management, and desktop publishing
- Specialized computer applications used in the administrative services office
- Office organization, management, and functions

Knowledge of (Cont.):

- Principles and techniques of public relations
- Basic research methods
- Report and business correspondence formats
- Proper business English, punctuation, spelling, and grammatical usage
- Organization and use of records and files

Skill in:

- Use of standard and specialized computer applications and equipment
- Interpersonal contacts and communications

Ability to:

- Provide administrative assistance to an administrator
- Organize and prioritize work assignments related to the business operations of administrative services
- Understand, interpret, apply, and explain District rules, guidelines, and procedures
- Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents
- Critically review source data, detect, and correct errors
- Gather and compile data in written, tabular, and graphic form
- Evaluate work methods and efficiency
- Perform mathematical computations of moderate difficulty
- Effectively communicate orally and in writing
- Write clear and effective reports, correspondence, and informational materials
- Exercise initiative and independent judgment
- Meet schedules and time lines
- Establish and adjust to changing priorities
- Work independently with little direction
- Train and provide work direction to others
- Establish and maintain effective and cooperative relationships with administrators, staff, and the public
- Maintain a variety of logs, files, and records

ENTRANCE QUALIFICATIONS

Education and Experience:

A. An associate's degree or its equivalent from a recognized college or university preferably with a major in computer applications and office technologies (CAOT), business administration, or a closely related field **AND** three years of full-time paid experience related to at least two of the following areas: budgeting, , procurement and contracts, personnel, and payroll. The required experience must have included the use of at least one computer software application, preferably a spreadsheet or database management application.

OR

B. Graduation from high school or its equivalent **AND** five years of full-time paid experience with the Los Angeles Community College District which included three years of experience related to at least two of the following areas: budgeting, , procurement and contracts, personnel, and payroll. The required experience must have included the use of at least one computer software application, preferably a spreadsheet or database management application. College-level course work in computer applications and office technologies (CAOT), business administration, or a related field is desirable.