VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT, CHANCELLOR’S OFFICE
(CONFIDENTIAL)

BASIC FUNCTION:

Under the general supervision of the Chancellor or the Chancellor’s administrative designee, performs a full range of sensitive, highly responsible, and confidential office administrative, secretarial, and technical support functions of both a general and specialized nature in support of the Chancellor’s Office.

REPRESENTATIVE DUTIES:

Provide general and specialized information and assistance to faculty, staff, students, members of the Board of Trustees, and the general public that may require the use of judgment, tact, and sensitivity; explain programs, policies, and activities as appropriate; receive and screen office visitors and telephone callers. E

Coordinate activities with other District departments and personnel, members of the Board, students, educational institutions, vendors, other outside organizations, and the public. E

Assist the Chancellor’s Office with technical and general administrative work pertaining to operational and administrative matters; refer callers and complaints to most suitable staff as appropriate. E

Research, collect, and compile information in support of general functions from various sources on a variety of specialized topics; compile, prepare, enter, and maintain data from various sources in a database or electronic information management system. E

Assist in the development and implementation of improvements to internal workflow and procedures for the Chancellor’s Office; develop and revise office forms and report formats as required. E

Compose, format, edit, type, proofread, duplicate, distribute, and process electronic and print correspondence, agendas, notices, lists, forms, memoranda, calendars, narrative and statistical reports, manuals, presentations, brochures, and other materials using appropriate software; provide administrative support to Board committees as required. E

Maintain current financial and budget information; monitor budget expenditures; prepare, review and issue check requests as required. E

Assist in the development of Board and committee agendas; input items into BoardDocs. E

Take and transcribe dictation, including confidential material; record and transcribe minutes from various meetings, including confidential meetings and Board meetings; administer BoardDocs during various public Board meetings. E

Established February 2011
Schedule and confirm appointments and meetings; maintain an administrator's calendar; arrange travel accommodations as necessary. \(E\)

Establish and maintain complex, interrelated paper based and electronic filing systems including confidential files. \(E\)

Ensure the integrity, accuracy, and confidentiality of records and information regarding Board, District, personnel, student, and controversial matters, including information that contributes to the development of management positions with respect to employer-employee relations. \(E\)

Open, route and sort mail; identify matters that may be resolved independently and refer other matters to the administrator in order of priority. \(E\)

Train and provide work direction and guidance to others as assigned. \(E\)

Perform related duties as assigned.

\(E = \text{Essential Duties}\)

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Functions of the District including the role of an elected Board
- Objectives, priorities, and goals of the Chancellor's Office
- Organization, operation, and services of the District and related outside agencies
- Work organization and office management principles and practices
- Office procedures, methods, and equipment including computers
- Computer applications such as word processing, spreadsheet, database, presentation, and publishing software
- Principles and practices of fiscal, statistical, and administrative research and report preparation
- Principles of business letter writing and report preparation
- Processes, procedures, and practices of budget preparation and administration
- Principles, practices, and procedures of effective record and file management
- Methods and techniques of proper phone etiquette
- Mathematical principles
- English usage, spelling, grammar, and punctuation
- Customer service and public relations methods and techniques
- Applicable sections of State Education Code, Government Code, and other applicable State and federal laws

**ABILITY TO:**

- Understand, interpret, and apply general and specific administrative and departmental policies and procedures
- Interpret and apply applicable federal and state laws, codes, and regulations
- Type/keyboard at 60 net words per minute from clear copy
- Take dictation at a speed necessary for successful job performance
- Establish and maintain effective working relationships with others
- Provide work direction to assigned staff
Comprehend and participate in research for the purpose of collecting and compiling data and establishing appropriate report formats
Independently prepare clear and concise correspondence, memoranda, records, and reports
Analyze problems and choose effective and appropriate courses of action
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Operate office equipment including computers and supporting word processing, spreadsheet, presentation, publication, and database applications
Make arrangements for meetings and conferences
Exercise sound independent judgment within areas of responsibility
Plan and organize work to meet deadlines, needs, and rapidly changing priorities of elected officials and the Chancellor
Maintain confidentiality of information, including information that contributes to the development of management positions with respect to employer-employee relations

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university.

Experience: Three years of increasingly responsible administrative secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Dexterity of hands and fingers to operate computers and other office equipment
Reaching to maintain files
Hearing and speaking to communicate and provide information to others
Lifting moderately heavy objects