



Administrative Assistant III

Classified Range: 41

Board Approved: 11/18/21 P. 1|5

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of an assigned Division or District-wide program.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant III classification is distinguished from the Administrative Assistant II classification in that it supports an administrator with a broad level of responsibility with substantial District-wide impact. The duties involve a wide variety of diverse, complex, sensitive and confidential administrative and secretarial tasks, requiring tact and independent judgment. Incumbents are required to be self-directed and to relieve the administrator of routine administrative duties.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Participates and assists in the administration of a Division or District-wide program; serves frequently as a liaison between the administrator and the public, students, staff, and other campus officials.
2. Assists assigned administrator in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the District, College, or Division area.
3. Plans and organizes office support functions; oversees, evaluates, and coordinates the flow of office work and ensures that work is performed in a timely and accurate manner; recommends improvements in workflow, procedures, and use of equipment and forms.
4. Reviews, updates, and informs the assigned administrator and others of essential timelines; discusses and reviews calendar of events on a regular basis with the administrator to assure timely coordination of office activities and status of assigned projects.
5. Assists the administrator in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized templates for division reports and publications; establishes new and revised office procedures as appropriate.
6. Develops and maintains assigned calendars, schedules, and appointments; initiates and establishes meetings; collaborates with other divisions and departments on activities and services.



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7. Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, and provides recommendations; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
8. Oversees projects independently as assigned; ensures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
9. Responds to sensitive questions, complaints, and requests for information; communicates information in person, via email, or by telephone where independent judgment, knowledge, and interpretation of policies and procedures are necessary.
10. Serves as liaison for the assigned administrator, by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
11. Oversees the preparation of Board agenda items and supporting ensures Board agenda items are forwarded within District timelines and legal requirements and guidelines; makes necessary notifications regarding board action as necessary; researches and resolves discrepancies as necessary.
12. Collaborates with the administrator in the preparation and administration of program budget(s), cost estimates for budget recommendations, justifications for budget items, and allocation of funds; processes, monitors, and tracks expenditures; provides budget reports, resolves budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers and recommends budget revisions; assists with travel approvals and reimbursements for department staff.
13. Recommends expenditures for equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; schedules maintenance and repairs as needed; posts, monitors, and tracks invoices and other expenditures.
14. Provides support to assigned administrator for standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
15. Prepares and maintains a variety of sensitive and confidential materials, transcriptions correspondence, memoranda, reports, proposals, and other materials.
16. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; assists in creating manuals and resource materials.
17. Processes information related to faculty and staff hiring and payroll processes for assigned area; prepares and/or completes forms, monitors signature process, and tracks approvals for hiring personnel.
18. Receives and distributes mail and identifies and refers matters to the administrator in order of priority.
19. Performs other duties related to the primary job duties.



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QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products



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Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*



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Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to the completion of high school and thirty (30) semester units of college level coursework.

Experience:

Five (5) years of increasingly responsible secretarial experience involving a high level of public contact and providing secretarial support to executive and management staff.

Desired Education/Experience

Experience in an administrative office in an educational environment.

Equivalency Provision

In the absence of thirty (30) semester units of college level coursework, equivalent to the completion of high school and six (6) years of increasingly responsible secretarial experience involving a high level of public contact and providing secretarial support to executive and management staff is qualifying.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.