



BOARD MEETING ADDENDUM

April 26, 2018

AGENDA ITEM#	PG #	ACTION TO BE TAKEN
9.a	22	<p>Revise the Summary Description to read:</p> <p>SUMMARY DESCRIPTION</p> <p>Under general direction, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the appropriate administrator; processes administrative details not requiring the immediate attention of the executive staff member including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.</p> <p>The Administrative Assistant II classification includes a position that provides responsible administrative support to an appropriate administrator (e.g. <u>Vice Chancellor, Associate Vice Chancellor, Executive Director, Chief of Police, Vice President</u>). Incumbents report to and support an executive with a broad level of responsibility for major, complex programs and functions with substantial District-wide impact. The duties involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. Incumbents are required to be self-directed and to relieve the senior level executive of various administrative duties and provide work direction and guidance to clerical personnel assigned to the area.</p>
9.a	24	<p>Revise the Knowledge of section to read:</p> <p>Knowledge of:</p> <p>District organization, operations, policies, and objectives.</p> <p>Operational characteristics, services, and activities of the functions, programs, and operations of the assigned <u>Vice-Chancellor's or College President's Office</u> Administrator as necessary to assume assigned responsibilities.</p> <p>Work organization and office management principles and practices.</p> <p>Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.</p> <p>Instructional process and college environment.</p> <p>Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.</p> <p>Processes, procedures, and practices of budget preparation and administration.</p> <p>Principles, practices, and procedures of business letter writing.</p> <p>Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.</p> <p>Principles and procedures used in complex, inter-related record keeping.</p> <p>Principles and practices used to establish and maintain files and information retrieval systems.</p> <p>Interpersonal skills using tact, patience, and courtesy.</p> <p>Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.</p> <p>English usage, grammar, spelling, punctuation, and vocabulary.</p> <p>Oral and written communication skills.</p>
10.a	38	<p>Revise the Board Approved Date:</p> <p>Board Approved: May 10, 2018 <u>April 26, 2018</u></p> <p><i>Johnson & Associates</i> Revised: June 2008</p> <p>Range 50</p>