

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSISTANT TO THE VICE PRESIDENT

BASIC FUNCTION

Under general supervision of the Vice President, performs complex and specialized administrative work; to facilitate and support overall management and operations in the department. Incumbents in these positions represent the Office of the Vice President and are regarded as a credible source of information for the department. As a result, they are required to have an ongoing knowledge of district policies and procedures and relevant departmental information in order to deliver accurate and timely information and make appropriate decisions.

DISTINGUISHING CHARACTERISTICS

Positions allocated to this classification are assigned a wide variety of the most difficult and confidential administrative duties as assistants to the Vice Presidents.

REPRESENTATIVE DUTIES

Performs a variety of administrative duties of a complex and confidential nature.

Takes and transcribes dictation.

Attends various meetings and is responsible for developing and distributing minutes of meetings and ensuring appropriate action is taken when necessary.

Composes correspondence and prepares reports.

Maintains files, records, board agendas and schedules.

Performs research and gathers data from a variety of sources including the internet.

Interprets, applies and explains District policies and procedures.

Monitors and tracks departmental budgets.

Communicates extensively with management, faculty, staff, students and the general public.

Serves as a liaison between the VPs office and the college managerial and support staff, faculty, students, and representatives from the communities, community college and university systems.

Handles confidential information regarding management, faculty, staff, and/or students and controversial matters including legal subpoenas for information.

Schedules and arranges the Vice President's calendar.

Plans and coordinates department events.

Supervises clerical and other office staff as may be assigned.

Works on special projects as assigned by the Vice President.

KNOWLEDGE:

Modern office practices, procedures, and techniques, including use of PCs and related software packages, telephone and reception skills, letter and report preparation skills, and filing system techniques.

Principles of providing training and work direction.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District rules, regulations, policies and procedures.

ABILITY TO:

Perform difficult and responsible administrative work using independent judgment;

Devise and adopt office procedures to changing organizational needs;

Prepare clear and comprehensive reports;

Maintain complex and confidential records;

Analyze situations accurately and take effective action

Compose correspondence independently;

Research and assemble a variety of data for reports;

Type at a rate of 60 words per minute from clear copy;

Take dictation at a rate of 100 words per minute and transcribe it accurately;

Communicate effectively and maintain cooperative relationships with others;

EDUCATION AND EXPERIENCE:

Four years of full-time paid experience performing high level secretarial and administrative duties equal to those performed at the administrative assistant level. A High School Diploma or GED equivalent with courses in the clerical and secretarial area preferred.

WORKING CONDITIONS :

Typical office setting.

Extensive computer work.

Long periods of standing and sitting.

Ability to carry up to 25 pounds.

Ability to move from one work area to another as needed.

Revised February 1999

Confidential Salary Schedule Range 12