

CLASSIFICATION SPECIFICATION

Administrative Assistant to the Campus Director

FT/PT Class Code: 4014, 4514 Pay Grade: B/C 12 FLSA: Non-Exempt Rev. 07/01/14

SUMMARY STATEMENT: An incumbent is responsible for providing advanced administrative support to a Vice President and Campus Director.

NATURE AND SCOPE:

An incumbent in this class serves as the personal/confidential administrative assistant to a Campus Director, and is responsible for coordinating and administering the daily activities and business of the Campus Director's Office to ensure efficient operations. An incumbent in this class is also responsible for obtaining facts, conducting limited research, analyzing, and making evaluations and recommendations. Incumbents in this class may represent the Campus Director in a variety of situations to resolve problems and to maintain effective employee and public relations and on-going departmental operations.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Interacts with the public, Governor's Office, legislators, special interest groups, media, and other state/federal agencies to respond to inquiries and complaints, to explain policies, procedures, regulations, and the Campus Director's position on issues. Performs time sensitive, urgent and important administrative duties in a confidential, tactful, and timely manner and builds and maintains professional relationships.
2. Maintains daily appointment calendar of Campus Director and any other calendars assigned such as the planning calendar, campus event calendar, etc. Arranges staff, Board, committee, and other meetings, conferences, hearings, travel, press releases, and similar activities. Drafts meeting minutes.
3. Screens and prioritizes Campus Director's mail. Disseminates, oversees, and follows up on correspondence to be prepared by other staff personnel for the Campus Director's signature; composes and signs correspondence, or composes reply for Campus Director's signature.
4. Plans, coordinates, and directs office activities and/or special projects; analyzes and makes recommendations regarding operating practices, policies, and procedures to ensure smooth and efficient office operation; implements new/revised policies and procedures. May supervise clerical and administrative support staff.
5. Researches, compiles, and evaluates data for studies, reports, and special assignments; prepares reports and correspondence. Maintains databases as assigned and ensures invoices, etc. are processed.
6. Maintains personal, confidential, and follow-up files.
7. May represent Campus Director before groups, employees, or the public.
8. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of campus operations, services, programs, organization, and functions including rules, regulations, policies, procedures, goals, objectives, and pertinent issues.
- ◇ Knowledge of principles and practices of office management, organization, general administration, and supervision.
- ◇ Knowledge of grammar, punctuation, spelling, and composition.
- ◇ Skill in keyboarding and setting up difficult/complex formats.
- ◇ Skill in collecting, compiling, and interpreting material from a wide variety of sources and making recommendations.
- ◇ Skill in handling complaints tactfully and thoroughly.
- ◇ Skill in operating various office machines and equipment, including computers, typewriters, copiers, word processors, calculators, and telephone systems.
- ◇ Skill in problem solving and contingency planning.
- ◇ Skill in written and oral communications.
- ◇ Ability to apply and explain rules, regulations, policies, and procedures.
- ◇ Ability to prioritize a wide range of tasks with competing deadlines and importance.
- ◇ Excellent keyboarding, formatting, word processing, decision making, critical thinking, and organizational skills.

MINIMUM QUALIFICATIONS:

- ◇ Associate degree in a relevant field and four (4) years of responsible administrative support experience; or other equivalent combination of education and experience.