

Administrative Specialist IV
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=123612>

Downloaded On: Jul. 16, 2019 4:55pm

Posted May 21, 2019, set to expire Jul. 19, 2019

Job Title	Administrative Specialist IV
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	May 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services Fiscal Services
Apply Online Here	https://apptrkr.com/1463339
Apply By Email	
Job Description	

Administrative Specialist IV

Position Number: 201314976

Department: Counseling

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours):

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Salary Range: A-88

Salary: Step 1-6, \$4,729.56 - \$6,036.25 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 04/26/2019

Initial Screening Date: 05/17/2019

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, those submitted by 11:59 p.m. (PST) on May 17, 2019, are assured consideration.

Applicants must submit all of the following materials online at <http://hrjobs.mtsac.edu> to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. Two letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).

Health & Welfare:

College contributes \$10,946 toward annual premium for medical, dental, vision and life insurance coverage. Lifetime retirement benefits provided for eligible retirees. The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

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DEFINITION

Under general supervision, performs a variety of advanced administrative support duties of considerable complexity requiring a significant level of knowledge of the assigned division/department, its services policies, procedures, and operational details; provides administrative support to an assigned Dean, Department Head, or similar high level administrator, including coordinating multiple calendars, schedules, making travel arrangements, and handling sensitive materials; composes and prepares complex correspondence, reports, agendas, databases, and other complex documents using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to students, staff, faculty, a variety of other public and regulatory agencies, community groups, the business community, and the general public; administers complex budgets with significant dollar amounts, including preparing budget projections; prepares departmental agenda packets or agenda items for the Board of Trustees or other boards, committees, and the executive leadership team, and prepares meeting minutes; coordinates the workflow of the office, follows up on behalf of the administrator, checks-in with managers, staff, and faculty regarding completion of tasks and scheduling and overseeing the work of student workers; performs a variety of other complex and difficult responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned Dean, Department Head, or similar high level administrator. Provides technical and functional direction to other support staff.

CLASS CHARACTERISTICS

This is the highest level in the administrative specialist series. Incumbents at this level are capable of performing advanced and complex administrative support duties, including administering complex budgets, providing overall department office coordination and assisting in department-related projects and programs. Incumbents at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from other administrative support classifications in that it is specifically assigned to a Dean, Department Head, or other similar high level administrator, and performs a greater number and variety of specialized and complex functions. This class is distinguished from the Executive Assistant series in that the latter is responsible for providing administrative support to a Vice President or Senior Executive; whereas, the Administrative Specialist IV provides support to a Dean, Department Head, or similar high level administrator.

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Essential Duties/Major Responsibilities:

1. Provides administrative support to an assigned Dean, Department Head, or similar high level administrator by assisting with duties of an advanced, complex, and sensitive nature; represents the department at meetings as assigned; manages and coordinates multiple calendars, schedules meetings, makes travel arrangements, and handles sensitive materials; acts as a liaison between the Dean, Department Head, or similar high level administrator and other staff or the public, coordinating resolutions to issues, problems, and complaints as appropriate.
2. Coordinates the workflow of the office, follows up on behalf of the administrator, checks-in with managers, staff, and faculty regarding completion of tasks, and scheduling and overseeing the work of student workers; performs a variety of other complex and difficult responsibilities.
3. Coordinates and participates in the preparation of the department budget, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned; authorizes payment of invoices; processes department requisitions and appropriation transfers; assists in the development of contracts; develops special statistical reports regarding budgetary information.
4. Works with Fiscal Services to coordinate financial and accounting related duties, including reconciling purchasing orders, tracking vendor and invoice information, bid requests, price quotes, purchase and expenditure requests; prints and reviews invoices for accuracy; follows up with vendors.
5. Schedules and/or coordinates meetings, seminars, conferences, and training sessions for department staff; acts as meeting secretary including preparing agendas and informational packets, setting up meeting and training rooms, and taking and transcribing minutes for assigned boards and commissions; prepares complex departmental agenda items and packets for Board of Trustee meetings.
6. Plans and coordinates departmental or campus-wide events, functions, and meetings, including for the Presidents Office, Board of Trustees meetings, commencement and other ceremonies, various other periodic committee, and employee training sessions.
7. Assists or administers assigned department projects, processes, and/or programs as assigned by the Dean, Department Head, or similar high level administrator; provides assistance to department staff in various research and department-related projects; participates in developing and implementing department or campus-wide policies and procedures.
8. Assists in coordinating the evaluation process; i.e. schedules and tracks evaluation meetings; monitors and tracks submission of evaluation materials for faculty and staff as assigned.
9. Handles confidential and sensitive issues with discretion.
10. May provide administrative assistance to District governance committees, including maintaining detailed and accurate records, compiling agendas, communicating directly with committee members, compiling back-up documentation for agenda items, and maintaining detailed tracking of governance processes and actions.

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11. Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and analytical reports, organization charts, program plans, and correspondence for department staff from rough draft, dictation equipment, handwritten copy, verbal instructions, or from other material using a computer; inputs and retrieves data and text using a computer terminal; checks draft documents for punctuation, spelling, and grammar; makes or suggests corrections to drafts.
12. Processes and prepares a variety of documents, materials, and records according to established procedures and practices, such as departmental documents payroll records and monitoring payroll and expenditures for grant compliance. Calculates, inputs, and tracks faculty loads and lecture hour equivalency; ensures accuracy of the departments class schedules; submits faculty attendance reports monthly.
13. Provides information to the public to ensure an understanding of department and District policies and procedures; listens to questions and responds to inquiries and complaints, and explains procedures requiring a significant level of independent judgment, discretion, and interpretation.
14. Designs and implements complex file, index, tracking, and record keeping systems; researches and/or gathers records, data and written information regarding departmental programs and processes to prepare complex reports and provide follow-up information to customer and staff inquiries.
15. Operates a variety of standard office equipment, including job-related computer hardware and software applications, copiers, scanners, postage meters, facsimile machines, multi-line telephones, and transcription equipment; may operate other department-specific equipment.
16. May provide support to or serve as the Executive Assistant to the division head or President in the Executive Assistants absence.
17. May perform all duties of the Administrative Specialist class series.
18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Practices and methods of general office administration, including the use of standard office equipment.
2. Basic principles and practices of providing technical and functional direction and training to assigned staff.
3. Computer applications related to the work, including word processing, database, and spreadsheet applications.
4. Applicable Federal, State, and local laws, codes, regulations, and policies, technical processes, and

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procedures related to the department to which assigned.

5. Principles and procedures of financial record keeping and reporting, basic accounts payable, and purchasing.
6. Principles and practices of data collection and report preparation.
7. Business letter writing and the standard format for reports and correspondence.
8. Business arithmetic, financial, and statistical techniques.
9. Record keeping principles and procedures.
10. Modern office practices, methods, and computer equipment.
11. Alphabetical and numerical filing methods.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic, and ethnic groups.

Skills and Abilities:

1. Maintain confidentiality and be discreet in handling and processing confidential information and data.
2. Interpret, apply, and explain applicable Federal, State, and local laws, rules, regulations, policies, and timelines, as well as complex administrative and departmental policies and procedures.
3. Perform responsible administrative support work with accuracy, speed, and general supervision.
4. Provide varied and responsible office administrative work requiring the use of tact and discretion.
5. Participate in the preparation of department budget, including gathering and analyzing data related to expenditures and projected charges and monitoring budget expenditures and revenues.
6. Plan, schedule, assign, and oversee activities of assigned personnel.
7. Inspect the work of others and maintain established quality control standards.
8. Train others in proper and safe work procedures.
9. Identify and implement effective course of action to complete assigned work.
10. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
11. Compose correspondence and reports independently or from brief instructions.
12. Understand and carry out complex oral and written directions.
13. Research, analyze, and summarize data and prepare accurate and logical written reports.
14. Make accurate arithmetic, financial, and statistical computations.
15. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
16. Establish and maintain a variety of filing, record-keeping, and tracking systems.
17. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

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18. Operate and maintain modern office equipment, including computer equipment and specialized software applications programs.
19. Use English effectively to communicate in person, over the telephone, and in writing.
20. Understand scope of authority in making independent decisions.
21. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
22. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications/Education & Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework and five (5) full-time equivalent years of varied administrative support experience preferably involving public contact; or two (2) full-time equivalent years of experience providing high level administrative support which involves applying detailed knowledge of processes, procedures, and policies directly related to the program or function being supported (equivalent to the Administrative Specialist III).

Equivalencies:

Preferred Qualifications:

An Associates degree from a regionally accredited college is preferred.

License(s) & Other Requirements:

Examination Requirements:

A review of the applicants experience and qualifications will be conducted. Only applicants whom provide all required documents and meet the minimum qualifications will be qualified to participate in the next step of the application process. An Examination Notification will be emailed inviting qualified applicants to attend the exam. The exam occurs approximately 1-2 weeks after the initial screening date. Applicants who do not receive the Examination Notification email will not be allowed to participate in the examination process.

Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may occasionally

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work outdoors for assigned events and be exposed to loud noise levels, cold and/or hot temperatures, and dust, fumes, and allergens. Incumbents may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects, typically weighing 20 pounds.

Hazards:

Conditions of Employment:

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=mailto:employment@mtsac.edu\]](mailto:employment@mtsac.edu)employment@mtsac.edu.

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

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Foreign Transcripts:

Foreign Transcripts: Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

Inquiries/Contact:

Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: employment@mtsac.edu.

Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

Special Instructions to Applicants:

The required letters of recommendation are not required to be confidential but if your reference prefers to send a confidential letter, please follow these instructions and notify your reference directly. To obtain a confidential letter of recommendation, you must enter the references name and email address in the fields provided under the Confidential References section of the application.

NOTICE: In order for your reference to receive an email with a link to attach a confidential reference letter, you must complete your application and reach the status of Under Review by HR. It is recommended that you complete your application and reach this status as soon as possible well in advance of the deadline to provide your reference ample time to attach the letter.

It is the sole responsibility of the applicant to assure that all required and any optional documents are attached by no later than 11:59 PM PST of the closing date shown on the job posting.

EEO Policy:

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The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1463339]https://hrjobs.mtsac.edu/postings/7087

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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