

Senior Administrative Assistant  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=249925>

Downloaded On: Feb. 15, 2025 1:11am

Posted Dec. 4, 2024, set to expire Apr. 5, 2025

**Job Title** Senior Administrative Assistant

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Dec. 4, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4749497/senior-administrative-assistant>

**Apply By Email**

**Job Description**

**SUMMARY DESCRIPTION**

Under direction from the assigned administrator of record of a highly complex, multi-function division of large size, staff, and budget, such as a Dean or Director, performs the full range of administrative, secretarial, and clerical assistance in support of assigned complex program in a large business, instructional, or student services division; or serves as secondary administrative support for a larger office, such as a Vice President's office or the President's office.

May receive direction from a Vice-President if assigned to provide specialized, independent secondary support in that office.

May receive direction from the President or Executive Assistant to the President if assigned to provide

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specialized, independent secondary support in that office.

May receive functional supervision, technical training, and work direction from an academic bargaining unit program supervisor or an executive assistant.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other levels of the Administrative Assistant series in that the Senior Administrative Assistant is the experienced, journey-level classification of the series. Incumbents are assigned to perform the full range of complex administrative support, secretarial, and clerical duties independently for a large/complex business, instructional, or student services program. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and must be fully aware of the operating procedures and policies of the work unit.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Participate in the administration of the office to which assigned; assist supervisor in meeting reporting requirements, functional responsibilities, and research objectives; provide responsible and complex secretarial and administrative support and confidential assistance, relieving the supervisor of a wide variety of clerical, technical, and administrative detail; assist in organizing functions and activities promoted by the District, college, or program area.

Plan and organize administrative office support functions; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; review, update, and inform the supervisor and others of essential timelines; discuss and review calendar of events on a regular basis with supervisor to assure timely coordination of office activities and status of assigned projects; develop schedules related to division/department activities and services.

Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for department staff; process conference reimbursement and other requests.

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Participate in the orientation and training of new classified and academic employees when assigned; assign, schedule, train, and provide work direction to lower-level office staff and student workers as assigned; prioritize work assignments; review and validate completed work for accuracy; determine the necessity for and assign substitute classified and/or academic personnel as needed.

Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.

Coordinate and oversee specialized functions or projects independently, as assigned including special event planning and implementation; assure that work is performed in a timely and accurate manner; use independent judgment to develop and provide recommendations, suggestions, or information as appropriate.

Answer telephones and respond to questions and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.

Serve as liaison between assigned supervisor and the College president, vice presidents, administrative staff, academic and classified staff, students, representatives of community agencies, and the general public 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.

Assure that Board agenda items and supporting documents are developed, prepared, and forwarded within District timelines and legal requirements and guidelines; assure the administrator receives timely notification of Board requests for information or action; assure that the Board receives information and notification of action taken as requested.

Assist supervisor in the preparation and administration of program budget(s); assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; provide regular budget reports to administrator for control of expenditures; assist in resolving budget issues and problems; interact with others regarding deposits; process budget/expense transfers; recommend budget revisions.

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Recommend expenditures for office equipment, materials, and supplies and assure their timely ordering, receipt, and storage; assure proper functioning of office equipment; prepare purchase requisitions, check requests, independent contracts, and claims for reimbursement of special funds related to assignment; post, monitor, and track invoices and other expenditures; process and prepare time sheets for signature.

Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or record proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.

Compose correspondence independently; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for administrator's approval.

Format, type, proofread, duplicate, and distribute correspondence, notices, lists, forms, memoranda, and other materials according to established procedures, policies, and standards.

Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports involving classified, academic, and administrative payroll and attendance, budget, production and cost records, inventory, manuals, and updated resource materials.

Receive mail and identify and refer matters to the administrator in order of priority.

Utilize various computer applications and software packages; maintain and generate reports from a database or network system.

Operate office equipment including computer equipment, typewriter, calculator, copier, and facsimile machine.

Interact with South Orange County Community College District, Irvine Valley College, and Saddleback College's administrators, divisions, departments, faculty, staff, and students in all matters related to the area of assignment; interpret and apply policies and procedures and process sensitive complaints and requests for information.

When assigned to an instructional division: develop, proof, and submit schedule of classes; direct the process for development of new course/curriculum and/or program offerings and assist in keeping current programs up-to-date; manage and coordinate use of facilities assigned to the division; assist in



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processes and procedures to facilitate the submission of grades and attendance records in accordance with guidelines and time schedules to meet established deadlines including to serve as contact point and liaison with Admissions and Records.

Perform related duties as required.

**Contact Information**

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

**Contact**

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