

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT CLASS SPECIFICATION
SANTA ANA, CALIFORNIA Revised August 2005

ASSISTANT TO THE PRESIDENT

CLASS SUMMARY

Under administrative office direction – coordinates communications for the office of the college president; provides office assistance in specialized operations; researches and compiles data and information, and drafts complex reports; coordinates and maintains the president's schedule; may supervise and train other office workers; and performs related duties and responsibilities as required and assigned.

REPRESENTATIVE DUTES

Organizes and coordinates the flow of activities through the office in relation to priorities, schedules, and deadlines; coordinates communications flow by answering questions, obtaining and relaying information, analyzing mail, buffering interruptions, initiating calls and composing correspondence; draft written materials from general instructions; makes appointments and coordinates president's calendar.

Compiles and checks data and information for a wide variety of specialized projects; obtains information for insurance, contracts, service contracts, and similar processes; compiles data for governmental reports, reports to Board, and for administrative controls, maintains official and confidential files and records.

Coordinates activities with other offices, elicits cooperation and may backstop or assist other desks; cooperates with faculty, staff, and students by explaining procedures and guidelines; normally supervises and trains office or student workers; may attend committee meetings and records minutes; may participate on committees; applies judgment in handling questions or problems in absence of administrator.

ORGANIZATIONAL RELATIONSHIPS

Positions in this class report to a college president. These positions apply technical, legal and policy procedures regularly, work under schedules and pressures, and maintain smooth and efficient operating relationships among several activities, and other offices and staff.

Some coordination of communications among secretarial and clerical classes in the offices subordinate to the president is also an expected responsibility for this class.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and experience equivalent to one year of college level training in office management or similar fields and six years of responsible office and secretarial experience, including two years of experience equivalent to Administrative Secretary or Executive Secretary in this District/College.

ASSISTANT TO THE PRESIDENT (continued)

Knowledge and Abilities

Thorough Knowledge of: English, grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices; principles and practices of training, supervision and coordination of office workers; principles of record keeping and data compilation, principles of public relations related to office operations.

Knowledge of: the State Education Code and District Rules, Regulations, and Policies relating to the District's operation and administration.

Ability to: do a wide variety of difficult and complex office work involving independent judgment; adapt office procedures and details to changing needs and requirements; compile statistical data and information for reports; effectively meet the public in situations requiring tact, poise, and understanding; follow oral and written directions; read, understand, apply and explain technical policies and materials; work cooperatively and effectively with instructors, administrators, and public; organize an office involved in multiple programs; operate a computer workstation.

Skills: Must complete keyboarding, proofreading, letter set up, secretarial and software skills. Screen committee will use results as one of the selection criteria.