

Job Description/Title: Administrative Assistant III
Approved, Bargaining Unit President: Reclassification Committee 4/14/15
Approved, MPC Associate Dean, Human Resources: 4/14/15
Board Approved: 6/24/15

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT III

Job Summary:

Under general supervision, assist by planning, coordinating and participating in the application of operational procedures. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied administrative support duties of the office; initiate and exercise good judgment in the application and follow through of administrative decisions and policy making; accurately explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

1. Process administrative details not requiring the immediate attention of supervisor.
2. Perform varied and responsible administrative support duties to assist in the processing and completion of operations in the assigned administrative office.
3. Act as an information source regarding policies and procedures; provide information where judgment, knowledge and explanations are necessary, especially in the proper handling of files that contain personal information in order to maintain confidentiality.
4. Provide support to the administrative office in all matters relating to the business of the area which may include the areas of: accreditation; grant development, staff development, various review and certification procedures, specialized programs relating to student operations, special course and program development and documentation, course outlines, contract preparation; may monitor schedule building process; may assist supervisor in development of presentations; as well as providing support in other areas as needed.
5. Coordinate various meetings, ceremonies, and receptions as assigned; provide support services for visiting training speakers including selection of meeting rooms and accommodations; prepare agenda items; prepare and maintain a master calendar for the administrative unit. Attend meetings and take minutes.
6. Prepare-and process a variety of communications and documents which may include statistical reports, Notice of Employment (NOE) contracts, resolutions, manuals, contracts, grant applications, purchase requisitions and final reports; compose memos and other correspondence.
7. Maintain master classroom schedule using appropriate software; assist in maximizing classroom and facilities use; resolve room conflicts and locations to be arranged (LOTBAs); coordinate scheduling of MPC facility needs, both on and off campus; electronically reserve and maintain schedules for assigned facilities and rooms.
8. Create and maintain spreadsheets and databases for area projects as needed; prepare reports and final documents; oversee the establishment and maintenance of filing systems.
9. Prepare and track budget entries for multiple budget accounts to spreadsheet and database systems as necessary and submit budget reports to state agencies.

10. Serve as a liaison between the departments, divisions, students, the college, and the community at large; greet and assist office visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.
11. Monitor special projects and programs and take independent action as needed; meet deadlines; coordinate assignments and activities.
12. Assist with the faculty evaluation procedures; process and distribute student evaluations to Department Office Managers; collect surveys, gather and compile data; forward to appropriate Division Chair and Administrator.
13. Check reports, records, and other material for accuracy, completeness and conformity with established standards.
14. Learn and effectively operate current software to meet the particular needs of the office.
15. Arrange interviews, appointments, schedules, and conferences; make travel arrangements and itineraries related to functions of the assigned office; arrange committee and other meetings; coordinate preparation of workshops.

Other Functions

1. Coordinate the department work flow and the work of student employees in the administrative unit office as assigned.
2. Serve on college committees as assigned.
3. Provide backup for other administrative positions as assigned. Out-of-class compensation will be applied according to Section 4.11 in the collective bargaining agreement.
4. Perform other related duties as assigned.
5. Maintain inventory and requisition supplies for office as needed.

Employment Standards

Education and Experience

Any combination of training and experience which would indicate possession of the knowledge, skills and abilities listed herein. For example, completion of two years of college level course work in business skills, office administration or a related field and three years of increasingly responsible office experience providing advanced knowledge and skills in current office practices.

Knowledge

Knowledge of: general functions of a complex organization (e.g. an educational institution); current office methods and practices including filing systems, business telephone skills, communication and report writing; a variety of computer programs including word processing and spreadsheet and database applications; mathematical computations; office management techniques and procedures; public and human relations skills; and presentation software.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize and do several tasks simultaneously; learn and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural and detail matters without immediate supervision; analyze projects under pressure of time; maintain security and confidentiality of records and information; communicate effectively in both oral and written form; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate efficiently a variety of office equipment as needed; use word processing, spreadsheet, database and presentation software proficiently and

accurately; learn and successfully use new software programs as needed; search internet for information as needed; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment:

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels up to 15 pounds. Indoor work environment.