



## **ADMINISTRATIVE ASSISTANT I**

### **BASIC FUNCTION**

Under direction from a Director or Manager, the Administrative Assistant provides a variety of responsible and confidential administrative duties and oversees the proper functioning of all administrative activities under their assigned area of responsibility, including coordination of communication for the Office.

### **DISTINGUISHING CHARACTERISTICS**

This classification is an entry level administrative position in the series of administrative classifications requiring a basic level of competency in communication, judgement, confidentiality, working independently, discretion, administrative skills, and governing rules and regulations applicable to the office or service area they are supporting.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Provide administrative assistance to the Director or Manager by coordinating and maintaining the calendar to schedule meetings, events, appointments, and workshops.
2. Organize and coordinate the flow of activities through the office in relation to priorities, schedules, and deadlines; perform administrative duties for the Director or Manager.
3. Research information and data; prepare and submit reports; maintain files and records.
4. Acts as an information resource regarding policies and procedures of assigned area responsibility; coordinate and track the review and updating of relevant department and office policies, procedures, and processes.
5. Assemble, prepare, review, and submit documents, forms, and supplemental materials for assigned area of responsibility to appropriate department level. Assist and coordinate with the appropriate Department or Administrative Assistant as required.
6. Prepare correspondence and reports for the Director or Manager, screen, and route incoming correspondence. Compose and prepare responses to correspondence and requests for public records.

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7. Perform and manage administrative related projects and processes unique to assigned area of responsibility, i.e. special events and activities, reports, and special programs.
8. Monitor, provide work direction, and supervise student employees assigned to the office.
9. Coordinate and train office staff in their area of responsibility for department and office administrative policies, procedures, and processes as needed.
10. Act as a liaison for the Director or Manager; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain positive relations with employees and community. Answer inquiries, provide information, and offer referrals to appropriate sources.
11. Arrange meeting and event services for the Director or Manager's office such as reception coordination, planning logistics, and providing materials.
12. Assist with ordering, receiving, and storing supplies and materials.
13. Perform other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Community college policies, rules, and regulations.
- Applicable sections of Federal and State education laws and regulations.
- Modern office practices, procedures, and equipment.
- Computer operation, software programs, and technology in assigned area.
- Report-writing techniques.
- Oral and written communication skills.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, courtesy, and professionalism.
- Practices involved in human and public relations, office management.
- Records management.

### **Skills and Abilities To:**

- Follow written instructions.
- Learn, read, interpret, and explain policies and procedures.
- Plan and organize work and meet deadlines.
- Operate an office computer and software and other office equipment.
- Perform research, compile data, and prepare reports.
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.

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- Maintain confidentiality of information obtained in the course of work.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

**Education and Experience:**

High School graduate or equivalent and one (1) year of administrative related experience.

**Certificates, Licenses, Special Requirements:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS****Work Environment:**

Office.

**Physical Demands:**

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.

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