

Job Description/Title: Secretary → Administrative Assistant II
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under general supervision plan, coordinate and participate in a variety of complex and responsible office support activities related to the responsibilities of a department or unit. Receive limited supervision within a broad framework of standard District policies and procedures. Perform varied office/administrative support duties; exercise good judgment in the application and follow through of departmental decisions; provide information on 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

Perform complex office assistance, and administrative detail work for assigned area/supervisor.

Process administrative details not requiring the immediate attention of the supervisor which may include, but is not limited to: organizing/maintaining calendars, and opening and routing mail.

Maintain a thorough working knowledge of the assigned department.

Provide information regarding the department's policies and procedures for instructors, classified and management staff, students and the community.

Analyze situations carefully and correctly and adopt an effective course of action; use diplomacy, tact, friendliness and poise.

Compose, prepare and distribute a variety of both paper and electronic documents including email, contracts, letters, on-line forms, statistical reports, resolutions, manuals, final reports and purchase requisitions.

Prepare bulk mailings for flyers, brochures and other materials for projects in assigned area.

Build and maintain budget/special accounts spreadsheet and database programs as necessary.

Set up/maintain files on projects of assigned area; coordinate and monitor special projects, assignments and activities which may include but are not limited to: course certifications, rosters for course completions, course announcements, time cards, time reports.

Check reports, records, and other materials for accuracy, completeness and conformity with established standards.

Greet and assist visitors and telephone callers; respond to questions; provide information as required; refer to appropriate sources.

Coordinate preparation of in-service training, workshops, training seminars, and other meetings as needed in assigned area.

Create/maintain databases and/or spreadsheets of information required by department which may include but are not limited to tracking time cards and time reports, student matters/activities.

Other Functions

Maintain inventories and requisition supplies.

Serve on college committees as assigned

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, and two years of increasingly responsible office experience providing advanced knowledge and skills in current office procedures and techniques.

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, letter and report writing; a variety of computer software programs including word processing and spreadsheet applications; mathematical computations; office management techniques and procedures and public and human relations skills.

Abilities

Ability to: understand and independently carry out oral and written instructions; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; 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 matters without immediate supervision; maintain confidentiality of the office; 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; 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.