# PALO VERDE COMMUNITY COLLEGE DISTRICT

## Administrative Assistant to the Superintendent/President ~~and College Foundation~~

## Justification for Recommended Change:

*In 2011, the College Brain Trust provided a study on the positions in the Office of the Superintendent/ President. The study compared colleges of similar size and resulted in the recommendation that the Office of the S/P requires two clerical positions to effectively support operations which resulted in the splitting of the positions so that one had primary responsibility for supporting the Foundation and the other had the Board of Trustees along with all of the administrative support duties related directly to the Office of the S/P. Although understandably necessary to provide support to the Foundation, the study clearly showed that the Office of the S/P, even for small colleges, required two clerical positions: 1) one to address the day-to-day operational needs to support the S/P; and 2) one dedicated solely to Board functions. By assigning one full time employee to the Foundation as her primary responsibility, all of the day-to-day operational responsibilities were added on to the already full time position dedicated to the Board of Trustees, and has proved to be ineffective. It is not possible for these two positions to be combined without ultimately reducing direct support to the Superintendent/President. The addition of the job duties associated with support to the Foundation has resulted in the elimination of one full time position providing support to the Superintendent/ President and is not advisable without adversely impacting office operations and support to the overall institution.*

**General Description**:

Under the general direction ***and supervision*** of the Superintendent/President, the Administrative Assistant ~~shall work closely with the Board of Directors of the Palo Verde Community College Foundation, assist in coordinating its activities, including the development program, maintain complex recordkeeping, prepare agenda and minutes, and develop and distribute a variety of communiqués.~~ ***serves as the lead in performing a variety of high-level secretarial, clerical, technical, and administrative office work, including the use of a computer and associated software, powerpoint projector, laptop, electronic whiteboard, ITV-related equipment, and other technical devices needed to provide support to the Superintendent/President; responds to difficult and routine inquiries; proofreads, edits, and fields complex correspondence, emails, and telephone communications; makes distinctive judgment decisions related to day-to-day operations on behalf of the Superintendent/President; is exposed to confidential and delicate legal and personnel issues; serves as an advocate for and diplomat to the Office of the Superintendent/President; creates memos and correspondence as needed; serves as a customer-service and student-centered specialist when interacting with others; represents the Office of the Superintendent/President and serves as a model for all other office staff; completes research and data/paper review as needed; performs related Foundation assistance as needed; serves as back-up for Board of Trustees agenda development and assists as needed in preparations for Board meetings; and performs other related duties as assigned. This position shall require the highest level of confidentiality.***

**Representative Duties**:

1. Performs sophisticated administrative office, secretarial, clerical, and technical work, including computer work, typing, proofreading, filing, checking, recording information and ordering of office supplies.
2. Deals with and coordinates privileged/confidential information: employee files, grievances, law suites and other legal matters.
3. Provides for a customer-service and student-centered work environment, maintaining composure and decorum in all interactions.
4. Works with outside contacts: state, county and city officials, chancellor's office, accreditation commission, legal counsel, legislative officials, community and business community members, and collective bargaining representatives, etc.
5. Provides collective bargaining and contract negotiations support; gathers data and information to facilitate the negotiations process as requested.
6. Attends and participates in a variety of administrative and District committee meetings; makes room and set-up arrangements; prepare and distribute agendas; take and transcribe notes; prepare minutes for review.
7. Composes and types complex memoranda and correspondence from brief verbal or written instructions many that deal with privileged or sensitive information and data.
8. Coordinates logistics; participates in and records and distributes minutes for meetings as chaired by Superintendent/President.
9. Oversees and monitors the budget for the Office of the Superintendent/President and the Board of Trustees; makes transfers, completes purchase requests, scrutinizes and processes invoices, maintains monthly budget accountability.
10. Answers, screens, and routes all incoming calls. Receives, transmits, and delivers messages and fax transmittals.
11. Completes purchase requests, absence from campus forms, time cards, travel requests, calendar changes, etc. for the Office of Information Technology.
12. Assists in generating collective bargaining, grievance, dispute resolution, etc. materials as needed.
13. Assists office visitors by providing information relative to routine or procedural matters and responds to complaints and requests for information on regulations and procedures.
14. Prepares a variety of complex materials for duplication and printing.
15. Makes all travel arrangements, scheduling appointments keeps the President's calendar current with scheduled meetings and events, makes meeting and logistical arrangements, sends reminders and follow-up messages as needed.
16. Maintain records for the Superintendent/President's college credit card including board of trustee's expenses and submit claims for payment in a timely manner.
17. Operates a variety of office machines and equipment, including computer terminals, micro-computers, powerpoint projectors, ITV-related equipment, telecommunications for conference calls, webinars, skyping, etc.
18. Assist with special events and ceremonies, on campus and in the District; serve as communication liaison for the Superintendent/President's office and District.
19. Provides added assistance in the preparation of Board of Trustee agendas, minutes, and other materials as necessary.

20. Receive, sort, and distribute incoming mail; processes outgoing letters, documents, and forms.
21. Sort, scan, and file documents and materials according to a predetermined classification system.
22. Assists when needed and serves as back-up in the absence of the Administrative Assistant for the Board of Trustees for office coverage, preparation of meetings and materials, District elections, and other duties as necessary.
23. Log Travel request for college staff.
24. Maintain fluency in software applications as appropriate for the position.
25. Maintain absence reporting from campus for senior college staff.
26. Completes and maintains memberships, dues, subscriptions, and special reports and directories for the Superintendent/President and the college district.
27. Distribute and maintain college forms and staff directories.
28. Provides added assistance or substitute help in the preparation of Palo Verde College Foundation Board agendas, minutes, monthly accounting and budget-related administration, and other materials as necessary.
29. Performs other related duties as assigned.

~~1. Serve as the Administrative Assistant for the Palo Verde College Foundation. Assist in the planning, development and overseeing of a comprehensive fund development program. That program may include an annual campaign, capital campaign, planned giving and grants; attend Foundation meetings, prepare and distribute agendas and related materials, take and generate meeting minutes.~~

~~2. Prepare and maintain all correspondence, record keeping, bookkeeping and auditing of funds collected and dispersed; prepare reports for the Board of Directors; organize and maintain Foundation files and records.~~

~~3. Review budgets and accounts receivable/payable while monitoring cash flow; monitor scholarship budgets, faculty grant program budget, and laptop loan programs for expenditures, requirements and reporting.~~

4. [moved to #5 above] Attend and participate in a variety of administrative and District committee meetings; prepare and distribute agendas; take and transcribe notes; prepare minutes for review.

~~5. Provide daily operational oversight of the Foundation office.~~

~~6. Work closely with the Foundation Board of Directors to prepare and monitor the Foundation Budget.~~

~~7. Maintain and update Foundation policies and procedures that may include investment and donor acceptance and recognition; maintain a donor database.~~

~~8. Assist in the establishment and maintenance of a Palo Verde College Foundation Alumni program.~~

~~9. Plan, coordinate and implement Foundation events on and off campus; participate in community and public relations activities of mutual concern to the Foundation and the College.~~

~~10. Establish good communication between the Foundation Board and the Board of Trustees.~~

~~11. Provide directional lead in developing publications, newsletters, brochures and annual reports for the Foundation; contribute to the maintenance of the website and/or Social Media sites for the Foundation.~~

~~12. Provides backup support for the Administrative Assistant to the Superintendent/President and Board of Trustees in the event of an absence or unusual circumstance.~~
~~13. Performs related duties as assigned including covering all support tasks performed in the office of the Superintendent/President, when needed.~~
~~14. Performs duties as assigned.~~
~~15. Maintain fluency in software applications as appropriate for the position.~~
~~16. Works with outside contacts: state, county and city officials, chancellor's office, Legislative officials, community relations and collective bargaining.~~

**Required Qualifications**: ***(same requirements as previous position)***

1. Minimum of an Associate (AA/AS) degree.
2. Two years of full time experience performing a wide variety of clerical, secretarial and administrative support work comparable to this position, preferably for a non-profit.
3. Type 60 wpm from clear copy.
4. Take and transcribe from electronic media.
5. Knowledge of modern office methods, procedures and equipment and use of a variety of computer application programs including word processing, spreadsheet programs and a publisher program for creating brochures and newsletters.
6. Utilize correct and effective English in oral and written communication, including spelling punctuation and grammar.
7. Skill to learn District policies, procedures, organization and operating details and to interpret and explain policies, rules and regulations.
8. Ability to work independently in absence of supervision.
9. Ability to maintain confidentiality.
10. Ability to multitask in an atmosphere of frequent interruptions.
11. Ability to pass the college Clerical Skill Testing.
12. Proven ability to establish and maintain effective working relationships with Board and community members, students, faculty, staff and administrators.
13. Proven ability to get along with people and sensitivity to and the understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the community served by PVC.

**Classification/Non-Exempt:**
Full-time Confidential employee
12 month full-time position (40 hours per week)
Classification 1 of the Classified Management/Confidential Salary Schedule.
This position is classified as Confidential as per Board Policy (not within a collective bargaining unit).

**Confidentiality**:

**Without exception, all employees are required to maintain confidentiality of all information and this position will routinely deal with confidential information and matters.**