CAMPUS SAFETY ADMINISTRATIVE PROCESSOR

DEFINITION
Under direction, leads, coordinates and performs advanced and confidential administrative support work for the Yosemite Community College District Campus Safety department; organizes, leads and performs highly complex and technical administrative duties and services related to budgeting, accounting, contracts, payroll, purchasing, personnel, and/or other areas; may serve as a lead worker over subordinate clerical and/or technical staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS
This is the first-level classification in the confidential administrative and processor support series within the Yosemite Community College District (YCCD) for the Campus Safety department. Incumbents must utilize advanced technical knowledge of campus safety operations to make decisions and complete assignments. Positions in this class provide administrative and processor support to a Campus Safety department, often serving as a lead worker and/or administrative coordinator for the work unit. This class may be distinguished from the higher-level class of Senior Campus Safety Administrative Processor because incumbents in that class perform more complex and confidential duties in direct support of the Director of Public Safety and Campus Safety Operations Managers.

SUPERVISION RECEIVED AND EXERCISED
Incumbents in this class work under the direction of Yosemite Community College District Director of Public Safety and Campus Safety Operations Managers, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor. An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker and administrative office coordinator by assigning, directing and/or monitoring the work of subordinate full-time employees on a regular basis.

ESSENTIAL DUTIES
- Serves as an administrative processor and assists with office management coordination in support the Campus Safety Operations department and managers, with responsibility for providing administrative support that requires dealing with a variety of highly complex, sensitive and privileged matters.
- Coordinates and leads staff administrative and secretarial activities within the assigned division; plans work assignments and schedules of support staff; advises and trains staff on District policies and regulations pertaining to work assignments; provides technical input to subordinate staff performance evaluations.
- Organizes, plans and develops work accomplishment time lines.
- Leads, coordinates and performs difficult technical administrative work in support of a wide range of operations, programs and/or projects within an assigned division; researches and abstracts data from various sources; performs technical data evaluation; compiles and presents data in appropriate and requested formats.

- Provides office reception and related support; answers phones; explains and interprets policies, regulations and operational procedures to persons contacting the office such as faculty, students, staff and the general public.
- Develops, prepares, recommends and monitors budgets for projects, grants and/or assigned functions; initiates appropriation, expenditure and revenue transfers and budget revisions; monitors expenditures to ensure fiscal integrity; compile, analyze, calculate and retrieve budget reports.
- Prepares quotes, bids and purchase requisitions; receives and processes invoices and forwards for payment.
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- Establishes and maintains complex file and record systems, including sexual registrant files, criminal background checks, all confidential and sensitive materials.
- Independently responds to routine inquiries and correspondence; produce identification cards, prepares information and data requested for administrative review.
- Prepares technically complex reports, files, correspondence and other documents; may develop and prepare visual presentations, flyers, and graphic materials; may update web pages.
- Maintains calendars and schedules appointments, conferences and meetings; prepares meeting agendas and information packets; attends meetings and takes/prepares minutes.
- Coordinates a variety of personnel management activities; prepares personnel-related forms.
- May serve as a departmental liaison to and/or participate on task forces, committees, external organizations and other groups.
- Performs other related duties as assigned.

MINIMUIM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The Education/Experience, Knowledge and Ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Education and Experience
Pattern I
- Experience: Three years equivalent to an Administrative Specialist at YCCD.
OR Pattern II
- Education: Possession of an associate's degree from an accredited college with major course work in business administration or a closely related field.
- Experience: Three years of increasingly responsible administrative support experience, including two years providing secretarial and/or administrative support to a manager or program administrator

Knowledge of:
- Modern office procedures, methods and equipment including computers and supporting computer applications.
- Principles of business letter writing and advanced document preparation.
- Methods and techniques of transcribing notes and meeting minutes.
- Principles and procedures of filing and record keeping.

- Standard mathematical principles.
- Standard technical accounting procedures and principles.
- Principles and applications of purchasing.
- Advanced English usage, spelling, grammar and punctuation.
- College policies and procedures applicable to area of assignment.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:
- Perform a wide variety of responsible, administrative and secretarial support duties for an administrator.
- Independently prepare correspondence and memoranda.
- Organize and schedule work to maximize efficiency.
- Maintain confidentiality of sensitive information and work performed.
- Monitor budget expenditures and prepare appropriate reports.
- Type or take dictation at a speed necessary for successful job performance.
- Maintain a calendar of activities and schedule meetings appropriately.
- Operate office equipment including computers and supporting word processing and spreadsheet applications.
- Prepare and maintain accurate and current records and files.
- Respond to difficult requests and inquiries from students, faculty and staff.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

LICENSES AND CERTIFICATES
- Depending upon assignment, possession of a valid license to drive in California may be required

PHYSICAL AND MENTAL STANDARDS
- **Mobility**: ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity**: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting**: frequent lifting of papers, files, equipment and material weighing up to 10 pounds.
- **Visual Requirements**: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking**: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors**: ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments

TYPICAL WORKING CONDITIONS
Work is generally performed in a standard office environment

Adopted: 7/1/24