

SENIOR ADMINISTRATIVE SECRETARY

DEFINITION

Under direction, leads, coordinates and performs advanced and confidential administrative work as the primary secretary for an Academic Dean; organizes, leads and performs highly complex and technical administrative duties and services related to curriculum, budgeting, accounting, contracts, payroll, scheduling, 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

The Senior Administrative Secretary is the advanced secretarial class in the Administrative Support Series within the Yosemite Community College District (YCCD). Incumbents must utilize advanced technical knowledge of specialized subject areas to make decisions and complete assignments. Positions in this class provide primary secretarial and administrative support to a Academic Dean, often serving as a lead worker and/or administrative coordinator for the work unit.

This class may be distinguished from the lower-level class of Administrative Secretary because incumbents in the Senior Administrative Secretary class perform advanced level administrative support for an academic instructional area. The duties include course scheduling, faculty load calculations and work must be performed with minimal oversight.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of an Academic Dean, receiving minimal 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 a senior administrative secretary and office management coordinator in support of an Academic Dean, with responsibility for providing primary secretarial support that requires dealing with a variety of highly complex, sensitive and privileged matters.
- Coordinates the scheduling and/or canceling of classes for the division; enters class section information into an automated system; determines building and room assignments, as well as days and times.
- Verifies, calculates and enters faculty load data or contact hours; verifies and enters student contact hours; corrects the apportionment according to state requirements.
- Assigns faculty overload, regular or adjunct positions; assigns account numbers for faculty.
- Initiates employment and overload contracts for adjunct and faculty members; initiates and prepares employment contracts and/or honoraria for students, short term employees, faculty and non-employees; prepares payroll claims or requisitions to ensure payment for services; assigns

- account numbers and salaries; calculates and verifies data to process and reconcile payroll records.
- Coordinates and leads the curriculum and catalog administrative activities for the division; assists in the preparation of course outlines and informational materials.
 - Verify, track and process faculty banked leaves, sabbaticals, and governance hours.
 - 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 complex administrative work in support of a wide range of academic operations, programs and/or projects within an assigned academic division; researches and abstracts data from various sources; performs technical data evaluation; compiles and presents data in appropriate and requested formats.
 - 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.
 - Establishes and maintains complex file and record systems, including those for confidential and sensitive materials.
 - Independently responds to routine inquiries and correspondence; 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.

MINIMUM 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: Four 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: Two years of increasingly responsible administrative support experience, including two years providing secretarial 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.

Class Adopted: 03/01/09

Class Amended: 7/1/2019, 7/1/24