STATE CENTER COMMUNITY COLLEGE DISTRICT
SECRETARY TO THE ASSOCIATE VICE CHANCELLOR

DEFINITION

Under direction performs highly complex and responsible secretarial work and relieves the Associate Vice Chancellor and other administrators of administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification requires that incumbents work independently and may have lead responsibilities, possess extensive knowledge of the district, understand the relationship of the campuses with others both inside and outside of the district, and assist in the formulation of procedures used throughout the district. This classification differs from others in that incumbents have a greater variety and amount of public contact and a higher degree of responsibility.

EXAMPLES OF DUTIES

Performs a variety of secretarial work, including typing, proof-reading, checking, composing correspondence, using computer to input and retrieve data to produce spreadsheets and reports, and recording information on records from general instructions. Tracks budget expenditures and prepares reports. Schedules meetings, conducts research and prepares notes or reports for the Associate Vice Chancellor. Takes minutes of meetings, initiates follow-up needed from Associate Vice Chancellor’s office, prepares and maintains files on legal documents. Conducts research on problem areas and prepares reports. Initiates and coordinates procedural modifications and assists in the development of forms and office procedures. Maintains supplies inventory. Provides information to staff and the public. Assigns and reviews the work of other employees and students assigned to the department. May perform other duties as needed.

EMPLOYMENT STANDARDS

Education: Formal and informal education equivalent to completion of the twelfth grade.

Experience: Considerable secretarial experience for a senior level administrator involving analytical and technical skills.

Knowledge and Abilities: Knowledge of or ability to learn the District’s budget, construction and bidding processes as well as administrative, maintenance and skilled trades processes. Knowledge of or ability to learn the District’s salary and benefit structure, budget and personnel procedures. Ability to operate standard office machines and equipment. Knowledge of and ability to employ correct English usage, spelling, grammar and punctuation. Ability to type at 65 nwpm from clear copy. Ability to take dictation at 100 wpm. Skill to employ mathematical techniques. Skill to compose correspondence, type and proofread legal documents and statistical reports. Skills required to research, prepare and analyze reports, and prepare agenda items and minutes. Ability to enter and retrieve data from computer system in appropriate format. Ability to assign, monitor, and review the work of others. Ability to receive and follow instructions and appropriately interact with students, staff, faculty and the public. Ability to learn and apply college and district policies and procedures.