STATE CENTER COMMUNITY COLLEGE DISTRICT
SECRETARY TO THE VICE CHANCELLOR

DEFINITION

Under direction performs highly complex and responsible secretarial work by using independent judgment and having an understanding of district functions and procedures in order to assist the Vice Chancellor by performing administrative and office detail.

DISTINGUISHING CHARACTERISTICS

This classification requires that incumbents work independently, 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 and interpretation of policies used within the district. This classification differs from others in that incumbents have a greater variety and amount of public contact, a higher degree of responsibility and have access to or possess information relating to the District’s employer-employee relations, making this position “Confidential”. This classification may require some lead responsibilities.

EXAMPLES OF DUTIES

Performs a wide variety of secretarial and administrative support work including, but not limited to:

- Filing, typing, proof-reading, checking, composing correspondence, and recording information on records from general instructions utilizing word processing, spreadsheets and database software.
- Tracking budgets and preparing reports.
- Scheduling meetings, conducting research and preparing notes or reports for the Vice Chancellor.
- Taking minutes of meetings of and initiating follow-up needed from Vice Chancellor’s office.
- Preparing and maintaining files on legal documents.
- Preparing agenda items and materials for Board of Trustees meetings.
- Initiating and coordinating procedural modifications.
- Communicating district policies and procedures.
- Assigning and reviewing the work of other employees and students assigned to the department.
- Serve as a Notary Public for District Business.
- May perform other related other duties as needed.

EMPLOYMENT STANDARDS

Education:

- High school diploma or the equivalent required; Associate Degree preferred.

Licenses/Certificates:
• Valid Drivers License is required; Obtain Notary Public certification within 6 months of employment.

Experience:

• Considerable secretarial experience for an executive/administrator.

Knowledge:

• Knowledge of modern office procedures to ensure efficient operation of the office of the Vice Chancellor.

• Thorough knowledge of budget practices in order to maintain maximum operating efficiency within the district.

• Knowledge of record keeping and report preparation techniques to ensure budgets and financial information is properly tracked.

• Advanced knowledge of secretarial practices and administrative functions such as accurately taking minutes of meetings and/or maintaining a calendar of meetings and events.

• Knowledge of proper English usage to include spelling, grammar, and punctuation in order to compose items such as correspondence, agendas, minutes, and/or reports.

• Knowledge of customer service principles and interpersonal relationships in order to appropriately interact with students, staff, faculty, and the public.

• Knowledge of basic math including addition, subtraction, multiplication and division.

• Knowledge of current computer software applications and office productivity software such as word processing, spreadsheets, calendar, presentation, and database programs.

• Knowledge of current computer operating systems.

• Knowledge of Notary Public Commission regulations to properly notarize legal documents.

Skills:

• Skill to organize and maintain the efficient operation of the Office of the Vice Chancellor.

• Skill to employ mathematical techniques for the purpose of analyzing budgets and spending reports.

• Skill to research, analyze, and prepare reports.

• Skill to prepare agenda items and minutes of meetings at a level that is sufficient to perform the duties.

• Skill to learn procedures to process contracts and/or insurance related matters.

• Skill to manage and prepare work activities, schedules, and resource utilization to ensure office tasks are properly prioritized.

• Skill to create and proofread legal documents such as correspondence, agendas, minutes, and reports.

• Skill to operate standard office equipment such as computers, fax machines, copy machines, telephones, and others.
• Skill to rapidly learn and acquire skills in areas and technologies not previously assigned.

• Skill to interpret and apply college and district policies and procedures.

• Skill to learn and apply governmental agency agenda processes to ensure adherence to regulations such as the Brown Act.

• Skill to assign, monitor, and review the work of others.

• Skill to appropriately interact with students, staff, faculty and public.

• Skill to receive and follow instructions in order to build and maintain effective working relationships.

• Skill to type at a sufficient speed to maintain workflow.

Abilities:

• Ability to operate computers and their peripherals.

• Ability to use current common software applications in order to accurately enter and retrieve data.

• Ability to lift and carry office supplies and equipment weighing up to 25 lbs.

Other working conditions which may occur:

• Work inside protected from the weather.

• Noise exposure under 65 decibels, roughly that of a normal conversation or a ringing telephone.

• May work alone – physically isolated from others.

• Some overtime and/or schedule changes may occur.

• May be required to travel to locations other than assigned site.

Examples of physical ability requirements necessary to perform the above job duties:

• Have coordinated, precise movement of the fingers of one or both hands to perform tasks such as typing, writing and taking notes. (Finger Dexterity)

• See clearly objects and close surroundings that are 36 inches or closer to perform tasks such as looking at computer monitors. (Near Visual Acuity)

• See clearly objects and close surroundings that are six feet or further away such as being able to see other vehicles while driving. (Far Visual Acuity)

• Distinguish between shades of one color or the difference between two or more colors such as working with computer monitors and filing systems. (Color Discrimination)

• Hear and understand human speech in a relatively quiet environment such as hearing someone speak in quiet office or library setting. (Speech Intelligibility in Quiet)

• Hear and understand human speech in a relatively noisy environment such as hearing someone speak to you while in the presence of loud equipment. (Speech Intelligibility in Noise)

Examples of mental ability requirements necessary to perform the above job duties:

• Listen to and understand information and ideas presented through spoken words and sentences. (Oral Comprehension)
• Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem. (Originality)
• Arrange things or actions in a certain order or pattern, according to a specific rule or set of rules such as patterns of numbers, letters, words, or pictures. (Information Ordering)
• Identify or detect a known pattern, such as a figure, object, word, or sound that is hidden in other distracting material. (Flexibility of Closure)
• Generate or use different sets of rules for combining or grouping things in different ways. (Category Flexibility)
• Focus on a single source of sound in the presence of other distracting sounds. (Auditory Attention)
• Quickly make sense of, combine, and organize information into meaningful patterns. (Speed of Closure)
• Concentrate on a task over a period of time without being distracted. (Selective Attention)
• Shift back and forth between two or more activities or sources of information; multi-task to work on different projects simultaneously. (Time sharing)
• Remember information such as words, numbers, pictures, and procedures. (Memorization)
• Clearly communicate information and ideas through spoken words so others will understand. (Oral Expression)
• Identify and understand the speech of another person. (Speech Recognition)
• Recognize when something is wrong or is likely to go wrong. (Problem Sensitivity)
• Combine pieces of information to form general rules or conclusions such as finding a relationship among seemingly unrelated events. (Inductive Reasoning)
• Apply general rule, a premise, which is known to be true to specific problems to produce answers that make sense. (Deductive Reasoning)
• Read and understand information and ideas presented in writing. (Written Comprehension)
• Communicate information and ideas in writing so others will understand. (Written Expression)