FEATHER RIVER COMMUNITY COLLEGE DISTRICT

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ADMINISTRATIVE ASSISTANT – Facilities and Information Technology

DEFINITION:

Under direction, to provide staff assistance on a variety of matters; to provide administrative assistance and secretarial support to the Director of Facilities (DOF) and Information Technology Director; to relieve the DOF and IT of routine office details; to perform complex clerical accounting tasks in the preparation and maintenance of accounting records and reports; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This job is distinguished from other administrative assistant and secretarial jobs by its responsibility for providing staff assistance and secretarial support to the Director of Facilities and Information Technology Director.

CLASSIFICATION:

- FLSA Non-Exempt
- Classified – CSEA
- Date Modified: June 2023

ESSENTIAL DUTIES: The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Composes/prepares a variety of correspondence, reports, agenda materials, forms, and other written materials

- Assists in the preparation and update of the overall budget; reviews budget reports and assist in resolving discrepancies; initiates transfers; provides assistance and guidance to staff in budget matters
- Maintains records of maintenance expenditures; reviews and verifies budget codes, purchase order numbers, invoices, identifies discrepancies, and works with other college departments to resolve them; prepares fund transfer requests
- Receives packages, checks for accuracy of shipment, and ensures delivery
- Serves as in-person and telephone receptionist; screens and routes calls/callers and identifies urgency and priority of the matter; relays maintenance requests to proper personnel
- Maintains online facility calendar
- Schedules committee meetings, takes minutes and maintains records
- Reviews and tracks time sheets to verify hours total appropriately, code bus driver hours
- Schedules and tracks college motor pool vehicles and drivers dispense vehicle bags and credit cards, maintain motor pool annual calendar
- Prepares various billings to different agencies on a quarterly basis and tracks payments; prepares invoices for payments
- Drafts Facilities or IT related policies, procedures and Board resolutions based on research of issues, the education code, and other requirements
- Prepares monthly information for Board of Trustee meetings
- Represents the DOF or IT Director at, attends, and/or conducts a variety of internal and external meetings and committees, within delegated authorities
- Relays DOF/ instructions and information to various college departments; interprets and applies policies and procedures; assists students, staff and public
- Collects, compiles, and summarizes data and information for DOF or IT Director use, State reports, program review, grants, fiscal, and administrative purposes
- Schedules and maintains appointment calendar for the DOF or IT Director; schedules and coordinates meetings; makes travel arrangements
- Types, word-processes, assembles, and distributes various documents
- Operates spreadsheet, graphics, and desktop publishing software, Facilities/IT Department webpages and SharePoint site.
- Assembles, duplicates, and distributes materials
- Performs a variety of other responsible administrative support, technical and secretarial functions
- May supervise student workers
- Related duties as assigned

Knowledge of:
- Personal computer applications including word processing, spreadsheets, and graphics

- English grammar, spelling, punctuation, and composition
- Generating/formatting various reports, forms, and correspondence
- Business arithmetic
- Modern office methods, procedures, supplies and equipment, including filing system development and maintenance, and telephone reception

Skill in:
- Monitoring and assisting in the preparation of budgets
- Researching, interpreting, and applying codes, polices, procedures and regulations.
- Representing the DOF or IT Director at a variety of internal and external committees and meetings
- Establishing and maintaining a variety of records, data and required reports
- Preparing effective reports, correspondence, and other written materials
- Operating personal computer applications software for word processing, spread-sheets, graphics, and basic desktop publishing

Ability to:
- Use critical thinking and be attentive to details in a disruptive office environment

MINIMUM QUALIFICATIONS:

- Associate degree (or higher) or two years increasingly responsible clerical/recordkeeping or office management work, with at least one year of responsible administrative assistant capacity supporting a management or an executive position
- Typing at a rate of 55 WPM

Other Requirements:
- Must possess a valid California driver's license and have a satisfactory driving record,
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

DESIRABLE QUALIFICATIONS: A combination of education and experience equivalent to:

- Knowledge of Banner software
- Community college experience is preferred

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

- Vision sufficient to read computer screens, and handwritten and printed documents
- Manual dexterity to operate keyboards and manipulate papers
- Speech and hearing to communicate effectively in individual and group settings
- Bending and reaching to obtain or replace files and records

Ability to perform the above with or without reasonable accommodation:.
This work is performed in an office setting on and off campus.