

**College of the Siskiyous
Job Description**

Job Title: Admin. Secretary I-Foundation **FLSA:** Non-Exempt
Group: Classified **Salary Class:** H **Salary Schedule:** Classified

Job Summary

Under the general direction and supervision of a Director of a college program, perform various technical and administrative support activities in support of the program.

Essential Duties and Responsibilities include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Provide secretarial services to a specific office of the campus e.g., Public Information, college foundation, Development, by maintaining office budgets, filing typing purchase orders and vouchers, taking minutes, dictation, and distributing correspondence as necessary.

Serve as receptionist; set appointments, type office correspondence, minutes and other related materials; compose from original correspondence as necessary.

Set up and maintain database files of major campus mailing lists; print lists and labels as needed.

Generate reports from computer files, compile information and prepare special mailings.

Design invitations, brochures, ads, posters, program and other materials.

Prepare and distribute news releases, brochures, fliers, posters, radio spots, literature for editors and station managers.

Assist grant writer with preparation of grants and other materials.

Prepare calendar of events and newsletters for Student Information Guide.

Serve as recording secretary for the PAS, FDN, Volunteer Boards and staff of Foundation; maintain foundation records, photographs, assist at events, assist Manager of Foundation.

Assist Thrift store with volunteer correspondence and record keeping.

Compile and distribute volunteer and Foundation schedules.

Maintain and distribute the Campus Master Activities Calendar.

Type and prepare supporting documentation for purchase order, payment vouchers, and supplies; ensure correct posting of dollar amount.

Perform varied responsible secretarial duties to assist in the processing and completion of the administrative operations of the administrative unit.

Interview office visitors and telephone callers; respond to questions, resolve issues where appropriate; provide information s required; refer to appropriate sources.

Perform other related duties.

Employment Standards

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

Training and Experience: Any combination of training and experience equivalent to completion of two years of college level course work in secretarial science or a related field, and two to three years of increasingly responsible secretarial experience providing advanced knowledge and skills in modern and efficient office procedures and techniques.

Knowledge: Knowledge of general functions, policies, rules and regulations of a community college; proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing; budgets; computers and word processing programs and desktop publishing; mathematical computations; office management techniques and procedures; and, public and human relations skills.

Ability: Ability to understand and independently carry out oral and written instructions; learn, interpret and successfully apply office policies, procedures, rules and regulations; use good judgment in recognizing the scope of authority as delegated; analyze projects under pressure of time; maintain security and confidentiality of specified records and information; take and accurately transcribe texts; work effectively under stress; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; use available technologies as tools; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels. Indoor work environment.

Licenses and Certificates: When driving a district vehicle a valid California Driver's License and evidence of appropriate automobile insurance, based on DMV regulations, may be requested.

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