

**College of the Siskiyous
Job Description**

Job Title: Administrative Secretary

FLSA: Non-Exempt

Group: Classified

Salary Class: 6

Salary Schedule: Classified

GENERAL SUMMARY

Under general direction and supervision performs various detailed and general supportive and administrative duties related to the functions of the appropriate department. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

General Duties

Serve as campus contact person for appropriate department and as liaison between district and outside agencies.

Perform general office duties such as set appointments, type office correspondence, make travel arrangements and other related materials.

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

Develop and maintain database for appropriate department.

Maintain and reconcile budgets. Monitor, transfer funds, and reconcile expenditures and budget changes with district, state, and/or federal records.

Maintain student and/or employee records.

Maintain and update master calendar and scheduling within appropriate area.

Monitor and prepare contracts, review timesheets, record and transcribe reports.

Prepare information needed for administrative decisions; assist in facilitating the implementation of policies.

Coordinate and monitor special projects, assignments and activities.

Set up and maintain department web page.

Prepare meeting materials including agendas, minutes, meeting packets and attend meetings.

Assist with promotional materials and power point presentations.

Other duties as assigned.

Specific Duties

Athletics/HPER

- ❖ Serve as liaison between Department Chair and HPER/Athletics personnel, agencies, and students.
- ❖ Attend athletic contests as required by the COA to collect and record statistical data from the athletic contests.
- ❖ Provide information on results of athletic contests to media outlets.
- ❖ Take pictures of athletes and campus sports events for the web page, media, and campus media guides.
- ❖ Prepare fall, winter and spring media guides as required by Title IX.

- ❖ Upload sports film to software editing program, edit as necessary and prepare for exchange with other opponents.

Fire

- ❖ Serve as liaison between Fire, Administration of Justice, Emergency Medical Technician, Early Childhood Education, Human Services, and Alcohol and Drug Studies personnel, agencies, and students in the programs.
- ❖ Prepare and distribute course announcement information; course materials; maintain and update master calendar for appropriate classes.
- ❖ Maintain auditable student records for appropriate programs.
- ❖ Compile inventory for appropriate equipment and materials; monitor and prepare renewal contracts; attend and record information from focus group sessions.
- ❖ Assist with in the preparation of cost analysis, labor market, and VTEA core indicator information.

Human Resources

- ❖ Coordinate hiring processes for all hiring (students, staff, faculty, administrators, volunteers) including but not limited to: maintaining job description file, preparing job announcements, advertising position openings, collecting data on applicant pools, preparing questions for screening committees, scheduling interview times, maintaining auditable records on hiring process.
- ❖ Assist new staff and student employees with completion of new hire paperwork and prepare written communication to new hires on status of the new hire requirements, salary placement and other personnel areas.
- ❖ Enter data and maintain human resources database and hard-copy personnel files.
- ❖ Distribute incoming mail and process outgoing mail.

Instruction

- ❖ Work with instructional staff to prepare and submit course materials;
- ❖ Serve as Curriculum Committee Secretary; maintain master catalog/course database; coordinate, organize, and update documents for catalog download; and maintain and update term file schedule;
- ❖ Prepare and verify monthly payroll for authorization; verify timesheets; maintain a log of absences and make-ups.

Maintenance/Print Shop

- ❖ Perform check-in and check-out of district vehicles and monitor DMV records.
- ❖ Process outgoing mail and out-going mail function; function as the receiving clerk checking in all shipments and facilitating delivery to the proper area on campus.
- ❖ Inventory new shipments and monitor inventory levels; order supplies and materials as directed

Upward Bound

- ❖ Application process database, student contacts database, and program graduates database; prepare queries and external and/or internal reports
- ❖ Calculate stipends for Upward Bound students and request payment from Business Office; verify stipends sent out in a timely manner and received by students.
- ❖ Assist with student recruitment process; prepare printed materials, schedules and presentations to high schools.
- ❖ Determine eligibility of program participants.

TRAINING AND EXPERIENCE

Minimum Qualifications:

1. Any combination of training and experience equivalent to the completion of approximately two years of college level coursework.

Preferred Qualifications:

2. Associate degree.
3. One to two years of increasingly responsible secretarial experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of general functions, policies, rules and regulations of a community college.

Knowledge of proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing, and budgets.

Knowledge of computers and related word processing programs and desktop publishing.

Knowledge of mathematical computations.

Knowledge of office management techniques and procedures.

Knowledge of public and human relations skills.

Ability to communicate effectively in both oral and written form and use appropriate and correct English, spelling, grammar and punctuation.

Ability to understand and independently carry out oral and written instructions.

Ability to learn, interpret and apply office procedures, rules and regulations.

Ability to maintain security and confidentiality of specified records and information.

Ability to take and accurately transcribe dictation and meeting minutes.

Ability to perform mathematical calculations with speed and accuracy.

Ability to use available technologies as tools.

WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

Indoor work environment – normal temperature.

CONTACTS

Daily contact with students and District staff.

Frequent contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

Valid California driver's license and insurance.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Approved: 3/07

Siskiyou Joint Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Siskiyou Joint Community College District will provide reasonable accommodation to qualified individuals. Siskiyou Joint Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.