ADMINISTRATIVE ASSISTANT V / LEAD OFFICE COORDINATOR

CHANCELLOR’S OFFICE

A Classified Confidential Position

Review Date: June 15, 2016

POSITION DESCRIPTION
Under the supervision of the Special Assistant to the Chancellor, the Administrative Coordinator performs a wide variety of complex, specialized, and responsible administrative support functions. Serves as the lead office coordinator of projects and communication within the Chancellor’s Office. Provides confidential support to the Chancellor and works directly with the Board of Trustees, administrators, staff, and the general public. Develops, recommends, coordinates, and implements techniques and practices to improve office quality and efficiencies in the Chancellor's Office. Undertakes special projects and plans events hosted by the Chancellor as assigned. Performs other related duties as assigned.

ESSENTIAL DUTIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Serves as lead office coordinator and oversees all office projects and communication. Ensures all office staff are aware of and handles important projects or initiatives in a timely way and are working toward a common goal. Anticipates possible situations and has solutions prepared for a variety of outcomes.

2. Serves as confidential support for the Chancellor, providing expert support to the Chancellor on a wide and complex variety of administrative and clerical details. Attends to special administrative matters assigned by the Chancellor, including matters and/or information that may be of a privileged or sensitive nature.

3. Serves as a liaison between the Chancellor and individuals such as Governing Board members, administrators, academic and classified staff, students, legislators, representatives of community agencies, and the general public. Relays messages, answers questions, responds to requests, resolves complaints and problems, and refers to District policies and procedures.

4. Conducts initial interviews in person or on the telephone with students, faculty, staff, members of the community, college donors and media, and either answers questions, refers to appropriate staff members, or makes appointments with the Chancellor.

5. Leads and oversees the planning of a variety of special and annual events hosted by the Chancellor including, but not limited to: Opening Day, Employee Service Awards Luncheons and various receptions throughout the year.

This position is a high priority for our district for the 2016-17 year, and is contingent upon continued available district and state funding.
6. Directly handles higher level special projects as assigned by the Chancellor or the Special Assistant to the Chancellor.
7. Prepares complex reports and presentations, as well as drafts for speeches, and opening comments, as assigned by the Chancellor or the Special Assistant to the Chancellor.
8. Distributes, reviews, and drafts written responses to correspondence for the Chancellor's approval independently or in accordance with general instructions concerning a wide range of subjects requiring a thorough knowledge of college policies, regulations, and operational procedures. As necessary, refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response.
9. Works closely with the Special Assistant to the Chancellor to develop and maintain office protocol and procedures, providing a swift response time for routine office procedures while maintaining the standard of excellence expected of the Chancellor’s Office. Assists with the monitoring and enhancement of the operating environment to ensure optimal performance. Communicates independent decisions within scope of authority.
10. Assists with the Chancellor's involvement and leadership roles within the District or with external organizations at the local, state, and national levels. Gathers information, compiles data, and assists with research and preparation of required reports and presentations for the Chancellor's review and approval.
11. Assists in the preparation of regular and special reports for State and County offices, administrators and public agencies, gathering required information, compiling statistics and narrative data, and writing reports.
12. Maintains various records and prepares reports of office operations, personnel, and equipment as instructed. Manages the flow, storage and imaging of department documents and media.
13. Performs data input for all relevant department functions, including information that may be of a privileged or sensitive nature. Performs other computer-input tasks relative to the operation of the department.
14. Assists the Special Assistant to the Chancellor with the development, maintenance, and coordination of Chancellor’s Office annual budget. Monitors all budget activities, ensuring expenditures are classified properly and do not exceed the established budget. Oversees staff who are directly responsible for making deposits, processing budget transfers, salary account code changes, and other financially related items. Coordinates the ordering of supplies, materials, and equipment.
15. Is primarily responsible for managing the Chancellor’s calendar, scheduling appointments, transmitting phone messages, accurately transcribing notes from dictation, tracking office inventory, and maintaining a variety of confidential records and files. Receives, sorts, reads, routes, and responds to Chancellor's mail as directed.
17. Attends meetings, prepares agendas, takes and transcribes notes into summary minute form for various meetings of college groups.
18. Works with other departments and external agencies in order to coordinate specific activities, special events, meetings and assures the completion of such activities, particularly when there is direct involvement and coordination with the Chancellor’s Office.
19. Monitors, trains and provides coordination of work relative to line classified staff, short-term employees and/or college assistants, as directed.
20. Receives visitors for the Office of the Chancellor and the Board of Trustees. Screens visitors, schedules appointments, and provides accurate pertinent information where judgment, common knowledge, and interpretation of rules, regulations, laws and policies are necessary.
21. In the absence of the Special Assistant to the Chancellor, coordinates the day-to-day office functions as assigned or required. May assist the Administrative Coordinator to the Board of Trustees in the performance of the duties of that position, as needed.
22. Attends professional meetings/conferences to enhance professional development and increase the operational effectiveness of the office.
23. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES

Position requires knowledge of:
- Broad knowledge of public agency laws and regulations.
- Principles and practices of office management and records maintenance.
- Principles and procedures of event management and project planning.
• Modern office principles, including organizational management, methods and procedures, letter, speech and report writing, filing systems, reception and telephone techniques.

Position requires ability to:
• Coordinate, schedule, organize and oversee the work of others.
• Coordinate and organize the timely work flow of others while maintaining effective and harmonious relationships.
• Learn, interpret, and apply institutional, state, and federal regulations, legal mandates, policies, rules, and guidelines to a variety of operational procedures.
• Learn new ideas, procedures, processes, and computer software quickly and independently.
• Design, develop, implement and monitor efficient, effective quality management systems.
• Lead and coordinate events and attend to all details.
• Coordinate multiple projects, set priorities, and meet deadlines.
• Analyze situations accurately and adopt an effective course of action.
• Prepare, review and monitor budget and expenditures.
• Understand and carry out both oral and written instructions.
• Communicate effectively and tactfully in writing.
• Work independently in absence of supervisor.
• Perform responsible clerical and administrative aide functions.
• Effectively function in a setting with tight deadlines.
• Compile and prepare accurate and comprehensive reports independently or in accordance with general instructions.
• Establish and maintain a variety of complex files and records.
• Type with speed and accuracy using word processing, spreadsheet, desktop publishing and other business-related software.
• Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
• Apply knowledge of modern office practices and equipment, including record management and filing systems, receptionist and telephone techniques, correspondence and report writing.
• Take and transcribe notes with speed and accuracy.
• Make mathematical calculations with speed and accuracy.
• Understand and carry out oral and written directions.
• Apply knowledge of basic methods and techniques of organization and planning.
• Apply knowledge of proper English usage, grammar, spelling, and punctuation.
• Establish and maintain cooperative working relationships with faculty, staff, donors, and the public.
• Interact with others using tact, patience, courtesy, and effective listening skills.
• Maintain confidentiality when dealing with sensitive and privileged material and information.
• Use common sense in dealing with office situations.
• Anticipate information needed by the Chancellor in order to respond to requests, conduct meetings and complete correspondence.
• Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

MINIMUM QUALIFICATIONS

Experience: Five (5) years of responsible executive level clerical experience in providing administrative support to a high–level administrator, preferably in an educational environment, including one (1) year of experience in a lead or supervisory capacity.

Education: Associate’s degree from an accredited college or university. Two (2) additional years of related experience in addition to that identified above may be substituted for each year (30 semester units) of the educational requirement.

DESIRABLE QUALIFICATIONS
• Additional college level education.
• Experience in project management and office leadership.
• Experience in customer service/working with the public.
• Extensive use of computer applications: Microsoft Office Suite software (Access, Word, Excel, Outlook, and PowerPoint and any other pertinent presentation applications) and administrative software (Datatel, Banner, PeopleSoft, etc).

SALARY PLACEMENT

Salary placement will be on Range 19 of Classified Confidential Salary Schedule T ($5,677 - $8,516 per month). Initial salary step placement for new employees is customarily at step 1, 2, or 3 ($5,677 / $6,014 / $6,356) of this 9-step salary range; step advancement is yearly up to step 7; with advancement to step 8
after two years at step 7. Employee must spend at least two years at Step 8 before moving to Step 9.

Probationary period for new Classified Confidential employees is one year. Work year is 12 calendar months. The normal workweek for this position is 40 hours. Paid holiday, discretionary, and sick time are provided. Fifteen vacation days accrue during the first year of employment. A regular work schedule will be assigned, with the ability to occasionally work a flexible schedule as needed.

PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; stooping, kneeling, crouching, crawling, twisting/turning, bending at the waist, and reaching in awkward positions; frequently exerting 10 to 20 pounds of force to lift, carry, push or pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor; handling and working with various materials and objects; may be exposed to occasional contact with dissatisfied individuals; and travel from site-to-site.

DISTRICT CLASSIFIED EMPLOYEE BENEFITS

Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive is available to eligible Classified Represented and Confidential employees.

RETIREMENT: Classified employees contribute to the Public Employees’ Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

CONDITIONS OF EMPLOYMENT

- Successful completion of background fingerprint clearance, pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.
- Official, sealed transcripts are required upon offer of employment.

APPLICATION AND SELECTION PROCESS

Applicants are encouraged to complete their applications online. Please visit our website at: http://www.canyons.edu/Offices/HumanResources.

If you require assistance, please call the Human Resources office at (661)362-3427 or for the hearing impaired TTY/TDD Line at (661)362-5178. Applicants may check the status of their application online and may expect to be notified within approximately 4 – 5 weeks following the Review Date as to the status of their application.

All application materials must be uploaded online or received in the Human Resources office by the end of the day on the Review Date in order to assure consideration for this position. Postmark is not acceptable for this purpose.

Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings. The Human Resources office is located in the University Center, Suite #360 at 26455 Rockwell Canyon Road, Santa Clarita, CA, 91355.
Your application is not complete until the following required materials have been uploaded online or received by the Human Resources office:

- **District CLASSIFIED Application.**
- **Detailed resume,** which includes month/year dates of employment and descriptions of responsibilities at each employer.
- **Letter of interest** (cover letter). In your letter, please address your qualifications and experience as they pertain to the job duties and the abilities section of this announcement.
- **Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. You can submit unofficial copies of transcripts for application purposes. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- **Supplemental Questionnaire.** Please answer the following questions as part of your application packet.
  1. Please describe your prior executive level clerical experience in providing administrative support to a high-level administrator. Which high level administrator or executive(s) did you support? Please include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this field.
  2. Please describe your experience in a lead or supervisory capacity. Include any experience in project management and/or office leadership. Please include employer name(s), position title(s), dates of employment, full-time or part-time status (hours per week), your roles and responsibilities. Please provide your total years of full-time equivalent experience in this capacity.
  3. Do you possess education equivalent to an Associate’s degree or higher from an accredited college or university? (yes/no) Please provide a legible copy of your college/university transcript in your application packet. Copies of diplomas are not acceptable in lieu of college transcripts.
  4. Describe your experience working with the following software applications. Provide one or more examples of how you have used such programs in the workplace:
     - MS Office Suite (including Microsoft Word, Excel, Access, PowerPoint and Outlook (e-mail)).
     - Administrative information management software (Datatel, Banner, PeopleSoft, etc.)
  5. Describe your experience in customer service and/or working with the public. Be sure to include details that show you possess the skillset to work in this type of high profile environment.
  6. Describe your previous experience planning, coordinating, and facilitating events. Provide examples.
  7. Describe your experience composing and editing executive level communications (i.e. speeches, memos, correspondence, newspaper columns, talking points, etc.).
  8. Describe your experience performing research and gathering information for use in a variety of executive documents including reports and presentations for both internal and external audiences.
- **Letters of Reference are optional.**

Please note:
- **Skills evaluation of candidates for interview may be required.**
- **Travel and relocation expenses are the responsibility of the applicant.**
- **Hiring committees review all complete, qualified application packets. Possession of the minimum qualifications does not guarantee an interview.**
- **“Experience” generally refers to relevant paid experience. In some instances, unpaid experience may be counted as experience towards meeting the minimum qualifications or requirements for the position only if it entailed responsibilities substantially similar to those of relevant paid positions in the field. It is the applicant’s responsibility to provide sufficient information and details to the Human Resources office at the time of submission of their application packet. Details should include the organization, contact name and contact information, start and end dates, hours per week, and a list of relevant unpaid/volunteer duties or responsibilities performed. Not all unpaid experience may qualify. Upon offer of employment, an applicant will be required to obtain written verification(s) of any relevant unpaid/volunteer experience.**
- **Applicants are encouraged to apply online. If you need assistance with the application process, contact:**

  **Human Resources Office**

  (661) 362-3427

  TTY/TDD (661) 362-5178 or visit our website at www.canyons.edu/offices/humanresources
It is the applicant’s responsibility to ensure that all application materials are fully and correctly submitted. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied or considered for other openings. Resumes may not be submitted in lieu of the official application form.

The College is expecting to conduct initial interviews between the weeks of July 11, 2016 and July 18, 2016 and conduct final interviews between the weeks of July 18, 2016 and July 25, 2016. This is an estimated timeline, and is subject to change.

Positions are offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled.
Innovative. Collaborative. Entrepreneurial. These characteristics not only define College of the Canyons, but also mark the faculty, staff, and administrators who make this college one of the most unique among the 113 California Community Colleges.

Established in 1969, College of the Canyons is among the fastest growing community colleges in the nation. It is widely recognized as a model community college for enhancing student access, success, and equity. In fact, its completion rates rank among the highest in the state. The college has also established a well-deserved reputation for bolstering economic development, and offering innovative career technical education responsive to industry needs.

Guided by visionary leadership, College of the Canyons serves the dynamic, growing Santa Clarita Valley and surrounding regions within a 367-square-mile area of northern Los Angeles County. A steady infusion of new residents and businesses creates a spirit of possibilities that inspires the college to be flexible, creative, and attuned to the evolving needs of the community. The growing diversity of the community is mirrored by the college, which qualifies as a Latino-serving institution.

The college’s influence in the community is best illustrated in the dozens of collaborative partnerships it has forged with local school districts, regional government entities, and service organizations. Thousands of children visit the college’s Performing Arts Center annually thanks to the K-12 Arts Education Outreach initiative. Together, the City of Santa Clarita and the college operate the WorkSource Center to bring job seekers together with employers. And, Academy of the Canyons, an early/middle college high school that is ranked among the top 10 percent of high schools in the nation, is housed on our Valencia Campus.

College of the Canyons is housed on two campuses – Valencia and Canyon Country. It features 62 degree and 71 certificate programs, along with 19 associate degree for transfer (AD-T) options. Classes are offered during traditional fall and spring semesters, as well as shorter, intensive summer and winter sessions. In addition, the University Center located on the Valencia Campus offers approximately 40 certificates and credentials, along with bachelor’s and master’s degrees, from partnering four-year colleges and universities.

Because of the college’s commitment to meeting the needs of the community, local voters have approved two bond measures valued at more than $240 million since 2001. The college also secures substantial funds from the state, and millions of dollars in grants each year that allow new, cutting-edge programs to be developed and facilities to be built to accommodate them. The college is designated as a Hispanic Serving Institution.

Given its commitment to growth and innovation, College of the Canyons sets a new standard for what a college can achieve. It is a vital cultural, educational and economic force in the region. Join us here, and you will discover unexpected opportunities, the freedom to innovate, and a chance to shape the future.

EQUAL EMPLOYMENT OPPORTUNITY:
The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law.

Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661) 362-3427.