

# PERALTA COMMUNITY COLLEGE DISTRICT

## CLASSIFIED JOB DESCRIPTION

### STAFF ASSISTANT/ADMINISTRATIVE SERVICES (GRANTS)

(SEIU Local 1021 Salary Range 55)

**Job Code: 160**

*This is a grant-funded, full-time position, including funding from the Department of Education Title III Strengthening Institutions Program as well as the Trade Adjustment Assistance Community College Career Training Grant. Continued employment is contingent upon refunding of the position. Service in this position does not accrue towards permanency. Appointment to and continuation in the position is subject to availability of funds.*

#### **CLASS PURPOSE**

Under general supervision of a Dean, performs clerical and technical work in providing administrative and technical support to the Division, and performs a variety of duties related to the smooth functioning of the Division.

#### **WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

#### **EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Acts as a technical resource person in the Office of Instruction performing a variety of technical and clerical duties
- Provides information verbally or in writing where judgment, knowledge, and interpretation of policies and regulations are necessary in response to inquiries for information relating to the Division and its programs.
- Creates computer-based files that permit the management of data, production of technical reports, and maintenance of records. Establishes and maintains complex, interrelated filing systems.
- Performs a wide range of clerical and technical duties related to the operations of the Division including purchasing, personnel, vendor relations, recordkeeping, travel requests, and budgetary control.
- Maintains a variety of administrative and fiscal records;

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- Collects data and information pertaining to VEA, grants and special projects;
- Reviews and routes grants applications to appropriate divisions and staff;
- Gathers proper signatures, submits letters of intent and routes to District Office;
- Notifies appropriate divisions of grant status;
- Completes and submits VEA applications;
- Completes and submits VEA year-end reports as required;
- Assists in interpreting rules and regulations;
- Maintains budgets and year-end reports;
- Updates and processes contracts related to the Office of Instruction;
- Updates college catalog as changes are received;
- Responsible for review and completion of employment and employee status change recommendations to the Board
- Reviews a variety of data processing reports and follows up as necessary to ensure that problems are resolved
- Acts as college resource person in class scheduling, instructor assignments, course offerings, and related areas
- Assists in tracking classified and faculty assignments in the Division and creates files and/or processes personnel action forms, time sheets, absence forms, and other related forms.
- Schedules a variety of appointments, meetings, and staff development activities. Frequently serves as the liaison and first line of contact from within the Division to faculty, students, staff, and the community.
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three (3) years of clerical and technical experience in general office clerical work, including setting up and monitoring of budgets and preparing reports, or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Demonstrated proficiency in the operation and use of office productivity software for word processing, spreadsheet and database management and presentation software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint) utilizing personal computers, internet browsers, websites and E-mail.
3. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Knowledge of:

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- Concepts, techniques, procedures, and other guidelines applicable to the designated area of specialization
- Administrative and office procedures and practices
- Basic research and analytical methods
- Proper and correct English usage, grammar, and punctuation
- Modern office equipment, including familiarity with data entry and retrieval using computer terminals
- Ability to:
  - Perform a variety of difficult technical and clerical work related to the designated area of specialization
  - Establish and maintain cooperative relationships with those contacted in the course of work
  - Analyze situations and make decisions in procedural matters without immediate supervision
  - Speak and write effectively
  - Type with speed and accuracy (45 wpm)
  - Learn rapidly a variety of rules and procedures relating to the assigned area of responsibility
  - Train and supervise clerical and student personnel
  - Prepare and maintain accurate and complete records and reports

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading

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- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A