MANAGING ADMINISTRATIVE ASSISTANT I

JOB SUMMARY

Under the direction of a Director II or higher at a state college, is responsible for administering, coordinating, and performing the support work necessary to the successful accomplishment of college or office goals and programs and for serving as principal assistant in administrative matters; does related work as required. This position requires participating in the formulation of management policies and procedures or assisting in directing the effectuation of same.

EXAMPLES OF WORK

Performs research, generates and executes studies, analyzes data and effectively recommends actions which may effect professional personnel, organizational structure, program development, etc.

Coordinates and reviews the preparation of reports required in the formulation of management policies and procedures; insures that required information is collected, integrated, compiled and analyzed on a timely basis.

Participates in the effectuation of management policies and procedures.

Schedules meetings, develops agendas and insures that meeting minutes are prepared and distributed.

Manages the support services for managerial staff and committees which include insuring that required materials are compiled, analyzing items requiring a determination and recommending appropriate action.

Responsible for administering the coordination of various organizational units providing support services, such as data processing, accounting, purchasing, printing, and personnel to ensure that program procedures and policies are implemented.

Recommends organizational plans, performance criteria related to professional staff and administrative procedures to help achieve organization goals.

Coordinates, analyzes and evaluates administrative, personnel, and organizational problems and makes recommendations for solutions.

Responsible for collection of data for and assists in the preparation and implementation of the annual budget request; develops and coordinates fiscal procedures and monitors expenditures.

Assists in establishing systems and procedures.

Represents the executive officers at meetings, conferences and seminars as required.

Works effectively with managers and other employees of the college and other organizations in the course of accomplishing assigned duties.

Follows up on decisions and/or directives of the executive officer to insure implementation and/or completion.

Expedites and coordinates support services to the program or unit such as maintenance, repairs, supplies and mail.
Coordinates office operations including clerical work; internal reporting systems, forms, space, and office equipment and suggests methods for improvement. Advises the executive officer concerning matters requiring his/her personal attention.

Supervises the office library.

Prepares correspondence.

Supervises and/or maintains essential records and files.

REQUIREMENTS

Education

Graduation from an accredited college with a Bachelor's degree supplemented by a Master's degree or equivalency as determined by the appointing authority.

Experience

Three years professional experience as a faculty member in an institution of higher education or administrator in education, higher education or the related field or equivalency as determined by the appointing authority.

Applicants who do not possess the required education may substitute indicated experience on a year-for-year basis. (30 credit hours is considered one year of college.)

A Ph.D. or an Ed.D. degree may be substituted for two years of required experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern management principles and techniques and their application.

Ability to acquire considerable knowledge of philosophy, goals and organization in higher education.

Ability to acquire knowledge of college policies and procedures.

Ability to acquire knowledge of the college organization and operations.

Basic knowledge of the principles of budget planning and development.

Considerable knowledge of office management principles, procedures and techniques.

Ability to relieve the executive officer of operational and administrative detail.

Ability to coordinate the preparation of reports including gathering, integrating, compiling, and analyzing data from several sources.

Ability to schedule meetings, develop agendas and prepare minutes.
Ability to provide support to college committees including arranging for meeting rooms, gathering and analyzing required materials and recommending appropriate action.

Ability to establish and maintain liaison with organizational units providing support services.

Ability to develop and maintain cooperative working relationships with administrators and staff.

Ability to plan office organization, and develop performance criteria and administrative procedures.

Ability to investigate administrative and organizational problems and develop solutions.

Ability to develop and prepare budget requests and monitor expenditures.

Ability to develop and coordinate systems and procedures.

Ability to represent the executive officer as required.

Ability to follow-up on decisions and directions of the executive officer.

Ability to expedite and coordinate support services to the organizational unit such as maintenance, repairs, supplies, and mail.

Ability to coordinate office operations.

Ability to prepare correspondence.

Ability to supervise and/or maintain essential records and files.

Range: 24 (12 months)  Unit: D  EEO Category: B
21 (10 months)