

MANAGING ADMINISTRATIVE ASSISTANT II

JOB SUMMARY

Under the direction of a Director III or higher at a state college, is responsible for administering, coordinating and performing the routine professional functions necessary to the office or program operations 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

Organizes the preparation of reports required in the formulation of management policies and procedures.

Insures that information is collected, integrated, compiled, and analyzed on a timely basis.

Performs research as requested.

Participates in the effectuation of management policies and procedures.

Schedules meetings, assists in developing agendas and insures that meeting minutes are prepared and distributed.

Manages and/or supervises the support services for management staff and assists committees by research and analyzing issues requiring management determination, and recommends appropriate action.

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

Assists in developing organization plans, performance criteria related to professional staff and administrative procedures to help organizational goals.

Coordinates, analyzes, and evaluates administrative, personnel, and organizational problems for the executive or administrative officer.

Assists in developing and implementing solutions.

Assists in preparation of budget, collects budget data, and monitors office expenditures.

Assists in establishing systems and procedures.

Represents the administrative or executive officer as required.

Works effectively with employees of the college and other organizations in the course of performing assigned responsibilities.

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

Coordinates and performs studies or investigation and makes recommendations on appropriate action.

Expedites and coordinates support services to the program or unit such as maintenance, repairs, supplies and mail.

Assists in coordinating office operations including clerical work, reporting systems, forms, space, office equipment and suggests methods for improvement.

Interviews visitors to the office, responds to inquiries or requests and 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 or equivalence as determined by the appointing authority.

Experience

Two 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 experience on a year-for-year basis. (30 credit hours is considered one year of college.)

A master's degree may be substituted for one year of experience.

KNOWLEDGE, SKILLS, AND ABILITIES

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

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

Ability to acquire knowledge of college policies and procedures.

Ability to acquire knowledge of college organization and operation.

Considerable knowledge of office management principles, procedures and techniques.

Basic knowledge of the principles of budget planning and development.

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

Ability to coordinate office operations.

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

Ability to schedule meetings and prepare agendas.

Ability to provide support to committees including arranging for meeting rooms, gathering, 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 assist in planning organizational arrangements and developing performance criteria and administrative procedures.

Ability to investigate administrative and organizational problems and assist in developing and implementing solutions.

Ability to collect data for budget requests and monitor office expenditures.

Ability to assist in establishing systems and procedures.

Ability to represent the executive or administrative officer as required.

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

Ability to perform routine studies or investigation and make recommendations regarding appropriate action.

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

Ability to prepare correspondence.

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

Range: 22 (12 months)
19 (10 months) N

Unit: D

EEO Category: B