

Educational Services Assistant
District Office
Kern Community College District
JOB DESCRIPTION

Definition

The Educational Services Assistant is under the general direction of the Vice Chancellor, Educational Services, to perform administrative work requiring application of a broad knowledge of rules, regulations, law, and policies governing the District; to work closely with District administration; independently handles and completes projects; and provides a wide range of responsible confidential matters and clerical duties in the area of assignment.

Examples of Duties

Duties may include, but are not limited to, the following:

1. Perform highly responsible and complex administrative and secretarial work exercising independent judgment in assisting the Chancellor; Vice Chancellor, Educational Services, and other Educational Services administrators as assigned.
2. Coordinate and participate in meetings: take and transcribe meeting summaries; disseminate agenda and meeting information; coordinate projects; and implement procedural changes in follow-up on action items.
3. Assist in budget preparation for Educational Services and its operational departments. Prepare cost estimates for budget recommendations; monitor, process purchases, and submit justifications for budget items.
4. Assist the Vice Chancellor, Educational Services, in the composition of new and revised Board policies, procedures, appendices relating to area of assignment for the Board Policy Manual.
5. Process and monitor items for the Board of Trustees approval.
6. Maintain calendar of department or office activities, meetings and events; coordinate activities with other departments, offices, students, the public and outside agencies.

7. Coordinate with the College for the preparation and submittal of the application for funds, and annual evaluation report.

Examples of Duties (continued)

8. Work in close liaison with the District and campus administrators and staff on matters of a confidential nature.
9. Research, compile, analyze and summarize data for special projects, programs and comprehensive reports; develop and coordinate or perform the implementation of special projects and programs.
10. Assist in the preparation of confidential reports relating to collective bargaining.
11. Prepare or review for completeness and conformity established regulations and procedures, a variety of forms, reports, summaries, and contracts.
12. Organize and maintain complex and confidential filing systems; operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain disk storage and filing.
13. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and route mail.
14. Coordinate with the College administrators the preparation of an annual application for federal vocational education funds, and the final evaluation report.
15. Independently compose correspondence related to assigned area; maintain a variety of manuals, codes, handbooks, and directories.
16. Communicate with members of the Chancellor's Cabinet and their assistants promoting communication with the District Office and the campuses.
17. Prepare and disseminate academic calendars.
18. Assist in the preparation of workshops, receptions, meetings, and conferences.
19. Organize, plan, supervise, and evaluate temporary clerical staff, if assigned.
20. Perform other task/duties as assigned.

Minimum Qualifications

- Associate degree or equivalent to four years of college or six years of full-time increasingly responsible secretarial and clerical experience.

- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of modern office procedures, methods and computer applications; ability to interpret District Board Policy and laws applicable to instructional procedures; ability to communicate clearly and concisely; ability to operate a microcomputer and word processing/desktop publishing software; and ability to establish and maintain cooperative working relationships.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to work independently with minimum direction and under strict deadlines, exercising good judgment in recognizing the scope of authority and care in administrative detail.

Ability to plan, organize work, and direct and oversee the work of others, as assigned.

Ability to learn and use an integrated administrative information system.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
2	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
4	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.

2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is a confidential position. This position has access to and participates in the bargaining unit negotiation process.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)