POSITION DESCRIPTION
Under general supervision of the Dean of Counseling & Student Success & Support Programs, performs a variety of administrative and secretarial duties to relieve a dean of one of the educational services units of all possible routine detail; controls the release of sensitive information and exercises considerable initiative and judgment; performs related duties as required.

SCOPE OF ASSIGNMENT
Under general supervision, perform a variety of administrative and secretarial duties to relieve a dean of one of the educational services units of all possible routine detail; control the release of sensitive information and exercises considerable initiative and judgment; perform related duties as required.

RESPONSIBILITIES
- Assist in the development of the annual unit budget request; research and calculate costs; verify calculations made by others; compile information for and make recommendations on projected expenditures; write justifications; complete and submit the budget package within the deadlines.
- Audit and control budget accounts and other financial records, using a computer spreadsheet; notify supervisor of a significant variance and recommend methods of limiting expenditures or transferring funds between accounts. Prepare requisitions; maintain inventory of equipment, materials, and supplies.
- Coordinate the preparation of schedules, college catalog entries, master dictionary, and curriculum guides for the unit.
- Set up filing, recordkeeping and tracking systems, and train others in their use. Coordinate the flow of information, including monitoring progress and deadlines of projects assigned to others.
- Coordinate the review of office policies, systems, and procedures and recommend changes.
- Coordinate, direct, and assign the work, and participate in selection and evaluation of support staff and student assistants in various program components throughout the School of Counseling. Assess staff skill levels and provide or arrange training as needed.
- Prepare, process, or verify payroll and personnel documents; assure timely completion of work evaluations. Notify the personnel office when it is necessary to replenish the adjunct pool. Monitor the accumulated work time of adjunct and short term/substitute hourly classified/clerical employees and advise the dean before upper limits are reached.
- Prepare reports, board items, grant proposals; write and maintain procedure manuals. Prepare meeting agendas, takes and finalizes minutes of meetings. Take and transcribe meeting notes. Type, edit, and format a variety of complex documents, financial and statistical reports including graphs, charts and tables, using software and computers.
- Screen and distribute mail; answer correspondence on own initiative in accordance with general policies and procedures or knowledge of the supervisor’s viewpoint. Gather information that the supervisor will need related to other correspondence and suggest possible responses.
- Screen and route calls and visitors; provide information to staff, students and the public regarding programs and services; resolve administrative problems without referring to the dean whenever possible. Manage complaints and concerns; obtain full details of the complaint and resolve the matter or refer it to the proper person.
- Attend and actively participate in meetings as a representative of the dean.
- Arrange, coordinate, and schedule a variety of meetings, appointments and special or regular events including program registration, seminars, classes, and conferences. Maintain calendar, make reservations, and travel arrangements; schedule staff to assure complete coverage during office hours.
- Perform related duties as required.

MINIMUM QUALIFICATIONS
- Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of high school with responsible secretarial or administrative support experience involving extensive public contact and interfacing with various levels of management.
- Ability to use initiative and judgment in working independently while recognizing matters which should be referred to supervisor.
- Ability to communicate effectively orally and in writing and to establish and maintain cooperative working relationships with staff administrators, faculty, students, and other contacted in the course of performing assigned duties.
- Ability to follow written and oral directions.
- Ability to maintain accurate and orderly records and files.
- Ability to organize and coordinate office procedures, coordinate the work of others, and prioritize workload; ability to perform complex secretarial and technical tasks within defined deadlines.
- Knowledge of generally accepted office practices, procedures, and equipment; basic arithmetic and record keeping; and proper English usage, grammar, vocabulary, and spelling, and the preparation of routine correspondence.
- Ability to learn, apply, and communicate complex policies, procedures, and regulations relevant to assigned office. Must possess ability to understand various software packages, including those used in an educational setting.
- Must type 65 net words per minute; take and transcribe meeting notes; and operate computer systems used in assigned office.
- Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.
DESIRABLE QUALIFICATIONS
- Experience in a community college environment.
- Bilingual: Spanish

SPECIAL CONDITIONS
Working Hours: Monday through Friday - 7:30am - 4:30pm.

APPLICATION PROCESS
Applications must be completely filled out in detail. The application package must include a District application and a resume. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 20 of the CSEA Salary Schedule, with a starting salary of Step A, $3,787/month; progresses over time to $5,329/month. Excellent benefit package. Must achieve qualifying scores on tests to be administered by the college: TESTING FOR THIS POSITION IS SCHEDULED FOR TUESDAY, NOVEMBER 24, 2015 AT 8:00AM (RM BE-108) AND 2:00PM (RM BE-106) AND WEDNESDAY, NOVEMBER 25, 2015 AT 8:00AM (RM BE-108). PLEASE SCHEDULE AT THE TIME MATERIALS ARE SUBMITTED OR BY EMAILING MARY.WIXSON@CHAFFEY.EDU WITH THE TEST TIME YOU HAVE SELECTED. PLEASE ARRIVE AT THAT TIME IN ROOM LISTED FOR YOUR TEST TIME. DUE TO THE HIGH VOLUME, EMAILS CANNOT BE RESPONDED TO, AND WE ARE UNABLE TO TAKE APPOINTMENTS BY PHONE. PREVIOUS PASSING TEST SCORES WITHIN ONE YEAR WILL BE APPLIED AND YOU WILL NOT NEED TO RETEST. FOR MORE INFORMATION REGARDING OUR TESTING, PLEASE VISIT THE TESTING INFORMATION PAGE ON OUR WEBSITE: http://www.chaffey.edu/humres/testing_info.shtm. THIS IS THE ONLY NOTIFICATION YOU WILL RECEIVE REGARDING THE TESTING.

Chaffey Community College District is committed to equal employment opportunity.