

# JOB DESCRIPTION



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**Position Title:** Administrative Assistant Technology Services

**Department:** Technology Services

**Employment Category:** Classified Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Non-exempt

**Parameters:** 40 hours/week; 12 months/year

**Pay Grade:** CS12

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**Position Summary:** The Administrative Assistant for Technology Services is responsible for providing a high level organizational and administrative support to the Chief Information Officer and other department staff requiring the application of specialized technical and administrative knowledge and the exercise of initiative, independent judgment, and decision making.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:  
Provides high level organizational and administrative support to the Chief Information Officer; managing projects, preparing reports, documents, letters, memoranda and other correspondence, maintains department master calendar

Serves as receptionist for the department; responding to inquiries in a professional, helpful manner and directs visitors as appropriate; provides exceptional customer service for students, employees, and the public; logging, tracking and distributing documents as necessary

Maintains department fiscal records; processes purchase and travel requisitions, purchase orders, invoices, travel vouchers, software licensing renewals, etc. and reconciles budgets; investigates vendor issues as needed; reconciles and files purchase card transactions for the Chief Information Officer and other department staff as required

Tracks and maintains purchasing records, including invoices and deliveries to ensure all purchases and orders are delivered and invoices are paid in a timely manner; maintains, documents and tracks budget expenditures for all division funds and accounts

Serves as a recorder for department and committee meetings; communicates with committee members, prepares documents, takes minutes, and reserves rooms

Plans and coordinates logistics of department and vendor events; sends and receives invitations, reserves space for the event, and coordinates presenters

Assists in maintaining division web pages on the college web site

Performs other related duties as assigned.

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree in related field from a regionally accredited institution of higher learning recognized by the US Department of Education

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Four years progressively responsible experience in an office management environment

Preference may be given to individuals who possess the ability to communicate in Spanish and English, verbally and in writing

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of current technology best practices; general office maintenance and practices; filing systems, word processing, database, presentation, and spreadsheet applications, specifically Microsoft Office applications

Knowledge of and ability to create correspondence utilizing appropriate business proper letter composition, grammar, spelling and punctuation standards in English

Knowledge of college operational practices, policies and procedures, and the ability to assist employees and students in understanding them

Knowledge of and ability to comply with budget development practices and processes and project management practices and protocols

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Skill in performing basic mathematical calculations and bookkeeping

Skill in interpersonal communication and cooperative problem solving and the ability to exhibit effective telephone etiquette and basic public relations skills

Skill in operating a personal computer utilizing various Windows programs and operating standard office equipment

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently in meeting various time deadlines and work pressures with frequent interruptions

Ability to effectively identify and resolve problems related to every-day administrative support functions;

Ability to maintain strict confidentiality related to sensitive information

Ability to produce and compose formal business documents, reports and records

Ability to develop effective working relationships with executives, supervisors, fellow employees, students, vendors, and the public

Ability to maintain accurate office procedures

Ability to maintain a high level of professionalism

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Chief Information Officer

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

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