

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST: 2025-2026

THE FOLLOWING INFORMATION WILL CONTRIBUTE TOWARD A QUALITY REQUEST

DEADLINES

November 5, 2025: Final day to submit Cost Calculations (Section 6) requests to College Administrative Services Technician

November 12, 2025: Request due to Division Dean with College Administrative Services Technician Signature

November 19, 2025: Request Presented at Division Meeting

November 21, 2025: Request due to Administrative Office by **5:00pm with Division Dean and Vice President signatures send via email to Andrea Anderson - aanderson@laspositascollege.edu**

Process

- Submit a complete form with all sections complete and a job description attached.
- RAC will prioritize submissions based on criteria outlined in the rubric below;
 - The committee may chose not to score incomplete requests.
- RAC will make hiring recommendations to the College President, who will make hiring decision thereafter.

Please Do Not Submit this Page

Scoring Rubric

Criteria	Strong Evidence	Adequate Evidence	Limited Evidence
Program Need (10 points) [Section 1]	Clear and compelling evidence/data supporting a need for this position and/or suggesting strong impact on students or program(s).	Clear evidence/data supporting a need for this position and/or suggesting impact on students or program(s).	Limited evidence/ data supporting a need for this position and/or suggesting limited impact on students or program(s).
Ranking Scale	8-10	4-7	0-3
Student Learning & Success (10 points) [Section 2]	Clear and compelling evidence that this position will widely contribute to and/or support student learning and success in support of college accreditation standards.	Clear evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.	Limited evidence that this position will contribute to and/or support student learning and success in support of college accreditation standards.
Ranking Scale	8-10	4-7	0-3
Mission and Planning Priorities (10 points) [Section 3]	Clear and compelling evidence that this position strongly supports the College Mission and/or Planning Priorities.	Clear evidence that this position supports the College Mission and/or Planning Priorities.	Limited evidence that this position supports the College Mission and/or Planning Priorities.
Ranking Scale	8-10	4-7	0-3
Program Outcomes, Initiatives and Plans (10 points) [Section 4]	Clear and compelling evidence that this position will support the program above and beyond current capability.	Clear evidence that this position will support the program above and beyond current capability.	Position provides little or no impact on the program above and beyond current capacity.
Ranking Scale	8-10	4-7	0-3
Safety and/or Organizational Effectiveness (3 points) [Section 5]	This position will greatly enhance campus or program safety and/or organizational effectiveness.	This position will enhance campus or program safety and/or organizational effectiveness.	This position has negligible or no impact on campus or program safety and/or organizational effectiveness.
Ranking Scale	3	1-2	0

Classified and Administrative Position Request Checklist

This checklist is your cover page to your request (pages 3-9)

Incomplete forms will be returned.

✓	Action Item	Action Required
	Review Purpose	<p>Submission of the following request to the Resource Allocation Committee (RAC) is required for the following:</p> <ol style="list-style-type: none">1. Requesting a new position;2. Requesting increased hours for an existing position;3. Informing the committee of the intent to hire a temporary grant-funded position. <p>Non-Instruction position requests are not required for:</p> <ol style="list-style-type: none">1. Temporary positions supported by general funds;2. Positions currently funded, but vacant for less than 24 months;3. Approved positions, but with a failed search. Approval is extended for 12 months only.
	Section 6: Costs	<p>Costs associated with this position request must be calculated by College Administrative Services Technician, Sharon Davidson before submitting to your Division Dean.</p> <ul style="list-style-type: none">• Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal• Send requests via email to Sui Song
	Division Dean Signature	The Division Dean will review the Classified & Administrative Position request form for completion and confirm job description is attached.
	Vice President Signature	The Vice President will review the Classified & Administrative Position request form for completion, and required signatures.
	College Administrative Services Technician	The College Administrative Services Technician will verify the Classified & Administrative Position request form Section 6: Costs, and forward for scanning.

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

#: 2026-

Division Name: BSSL/ CDC

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district [job description](#))

Administrative Assistant

Position Will Reside in Division/Unit:

CDC

Indicate To Whom this Would Report:

Program Director- CDC

Indicate if this position or a similar position has been presented to RAC previously and in what years:

No. This is a new position for the CDC

The position is:



New

Number of Hours per Week: 40

Number of Months per Year: 12

☐ Increase for an existing funded position

From: ☐ 9 ☐ 10 ☐ 11 Months

To: ☐ 10 ☐ 11 ☐ 12 Months

OR From: % to %

Name of Person Currently Holding Position: _____

☐ New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____

SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

The Administrative Assistant for the Child Development Center (CDC) would provide critical operational and administrative support to ensure the smooth functioning of the program. Key responsibilities include:

Administrative Operations: Maintain staff, student, and licensing files; manage scheduling, calendars, and correspondence; process payroll forms, purchase orders, and supply requests.

Compliance and Recordkeeping: Prepare and maintain documents required for Title 22 and Title 5 regulations; assist with state licensing audits, health and safety records, and district reporting.

Fiscal and Data Support: Track expenditures, monitor budgets, and assist in compiling data for program evaluations and college reports.

Communication and Coordination: Serve as the first point of contact for families, students, and visitors; support communication between the Program Director, staff, and other college departments.

Student and Staff Support: Coordinate onboarding and training documentation for approximately 30 student assistants, short-term employees, and 9 classified staff.

Family Engagement: Assist with enrollment paperwork, family communication, and event coordination to strengthen family partnerships.

Safety and Operational Continuity: Support emergency preparedness planning, safety drills, and ensure readiness for licensing inspections.

This position would relieve the Program Director of essential day-to-day administrative tasks, allowing focused leadership on instructional quality, staff development, and program compliance.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Currently, there are no other personnel in the unit with shared or similar administrative responsibilities. All operational, fiscal, compliance, and supervisory duties are performed solely by the Program Director, who is responsible for overseeing approximately 30 student assistants and short-term employees, 9 classified staff, and the care and education of 80–100 children during the school year.

SECTION 1: PROGRAM NEED (contd)

Provide a historical perspective of changing demands on the unit over the past 3-5 years. (Refer to your program review section related to human resources.) You may use narrative or relevant data.

Over the past five years, the Las Positas College Child Development Center (CDC) has undergone significant transformation in scope, compliance responsibility, and service demand. Since reopening after the pandemic in 2020, the Center has seen continuous growth in enrollment—rising from 24 children in 2020 to 92 in 2024, with a substantial waitlist that continues into 2025. The program now serves LPC student parents, staff, and community families, aligning with the College's equity and access goals. This expansion has required the Director to manage increasingly complex licensing, fiscal, and staffing operations. A major ongoing responsibility is the shared California State Preschool Program (CSPP) contract with Chabot College. For the State, the district is recognized as the single agency, but the Las Positas College Program Director is responsible for ensuring full compliance with all state and fiscal requirements. This includes compiling data for attendance and enrollment reports, verifying eligibility documentation, and ensuring that Chabot's site files are properly completed and aligned with CSPP regulations. The Director also prepares documentation to meet the Maximum Reimbursable Amount (MRA) and manages ongoing collaboration with the District Business Office and Chabot's Children's Center. In addition, the CDC has expanded its ECE student training capacity, supporting approximately 30 student assistants and lab students each semester, while overseeing 9 classified staff and short-term employees. Reporting requirements, digital systems (such as Brightwheel), and new mandates like CLASS assessments beginning in 2024–25 have further increased administrative workload. Overall, the Director's responsibilities have evolved from managing a single-site childcare lab to overseeing a complex multi-program, state-funded educational operation that integrates fiscal reporting, compliance oversight, and workforce development. Without administrative support, these expanding duties strain the program's ability to sustain compliance, quality improvement, and strategic growth.

Provide additional information supporting a need for this position and resulting impact on students or program:

The Child Development Center (CDC) has evolved into a large, complex operation serving 80–100 children, 30 student assistants and lab students, and 9 classified employees each semester. Despite this scale, the Program Director remains the only person responsible for all administrative, fiscal, and compliance functions. The lack of dedicated administrative support directly affects the program's ability to operate efficiently and to meet growing state and district accountability standards. The Director must complete all California State Preschool Program (CSPP) reporting for the shared contract with Chabot College, verify enrollment eligibility, compile attendance and fiscal data, and ensure both sites are compliant with Title 5 and Title 22 regulations. These detailed tasks require extensive time and precision, diverting the Director's attention from instructional leadership, staff development, and student mentorship.

Adding an Administrative Assistant will:

- Improve the Center's ability to maintain timely and accurate state reporting, ensuring continued funding and compliance.
- Increase efficiency in family communication, enrollment, and recordkeeping, improving the experience for children, families, and student parents.
- Allow the Director to focus on program improvement, student teacher supervision, and quality assurance aligned with Early Care and Education standards.
- Enhance operational stability and continuity, supporting the Center's critical role as a lab site for ECE students and a support service for student parents.

Without this position, the growing administrative burden limits the program's capacity to expand services, support workforce preparation, and sustain compliance with state and district mandates.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

The Administrative Assistant position will directly strengthen student learning and success by supporting the instructional, operational, and compliance functions that make the Child Development Center (CDC) an effective laboratory site for the Early Care and Education (ECE) program and a vital resource for student parents.

By assuming daily administrative and clerical responsibilities, this position will allow the Program Director to dedicate more time to mentoring ECE lab students and student assistants, observing teaching practices, and enhancing the quality of early learning environments. The CDC serves as a model site where ECE students apply theory to practice; efficient operations and accurate documentation are essential to maintaining that learning experience.

Additionally, the Administrative Assistant will improve communication, organization, and responsiveness across the Center — ensuring that families, students, and staff receive timely information related to enrollment, scheduling, and program requirements. This level of administrative consistency directly supports student parents who rely on dependable childcare in order to attend and complete classes.

The position also supports broader institutional equity goals by helping sustain an inclusive, well-managed program that removes barriers for student parents, enhances early learning experiences for children, and provides high-quality fieldwork opportunities for future early educators.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the [ACCJC standards](#):

Under Standard 1.4, the College is required to ensure that mission fulfillment is supported through systematic planning, evaluation, and improvement. The CDC is a key contributor to Las Positas College's mission by providing educational access for student parents and field-based learning for Early Care and Education (ECE) students. The Administrative Assistant will enhance institutional effectiveness by improving data management, record accuracy, and timely submission of reports, all of which are essential components of accreditation evidence and program review cycles.

In relation to Standard 2.7 and 2.9, the position supports high-quality student learning environments and support services. The CDC functions as both a licensed early learning center and a laboratory classroom, providing applied learning opportunities that align with student success metrics. Administrative capacity ensures that these services remain compliant with state and district standards, which are subject to regular review under ACCJC expectations for continuous quality improvement.

Finally, the role directly advances Standard 3.1 and 3.4, which require the institution to employ sufficient qualified personnel and allocate resources effectively to sustain educational services. By adding administrative support, the College strengthens its organizational capacity, ensures proper documentation for audits and evaluations, and demonstrates responsible stewardship of state and district resources—key indicators of institutional integrity and stability.

In sum, this position reinforces the College's ability to document, evaluate, and demonstrate compliance and quality assurance, contributing directly to institutional readiness for ongoing and future accreditation reviews.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

Las Positas College provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting life-long learning.

LPC PLANNING PRIORITIES:

- **Equity:** Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- **Student Success:** Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.
- **Health and Wellness:** Establish a knowledge base and appreciation for health and wellness in the workplace; create a sense of urgency about wellness; prioritize wellness in decision-making, assessment and accountability; and build capacity to support wellness.

Indicate how this position supports the College's mission and/or planning priorities:

The Administrative Assistant position directly supports the Las Positas College Mission by strengthening the operations of the Child Development Center (CDC)—a program that provides early learning for young children while serving as a laboratory site for Early Care and Education (ECE) students. This position enhances the CDC's capacity to provide an inclusive, learning-centered, and equity-focused environment that supports student parents, classified professionals, and students preparing for careers in early care and education.

-Equity: The CDC provides access to affordable, high-quality early learning for student parents. Many of the parents face barriers related to cost, scheduling, and family responsibilities. Administrative support ensures timely communication, accurate recordkeeping, and smooth enrollment processes, improving equitable access to childcare and academic opportunity. Statewide, more than 300,000 undergraduates are student parents, and 66% attend community colleges—most of whom are first-generation students balancing work, study, and parenting responsibilities. Strengthening CDC operations directly addresses these equity gaps and supports persistence and completion for student parents.

-Student Success: By assuming daily administrative and clerical responsibilities, the Administrative Assistant allows the Program Director to focus on instructional leadership, staff development, and student mentorship. This enhances the quality of lab experiences for ECE students, ensures compliance with the California State Preschool Program (CSPP), and sustains dependable childcare that enables student parents to stay enrolled and complete their degrees.

-Health and Wellness: Currently, all administrative, fiscal, and compliance responsibilities are managed by a single employee—the Program Director. This workload is unsustainable and impacts both employee wellness and program stability. Adding this position will distribute responsibilities, reduce burnout risk, and maintain operational continuity—promoting a healthier workplace and improving service quality for families and students.

Through this position, the CDC will continue to advance equity, student success, and wellness by providing reliable childcare, workforce training, and a supportive educational environment that aligns directly with the Las Positas College Mission and Planning Priorities.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

☒ This need was described explicitly in a Program Review (Year 2019-2025).

☐ This need was implied in a Program Review (Year _____).

☐ This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

The need for dedicated administrative support at the Child Development Center (CDC) has been explicitly documented for over five years in successive Program Reviews:

2019–2020: The Center first identified the need for an Administrative Assistant position to assist the Program Director with licensing paperwork, enrollment documentation, marketing, payroll, and family communication.

2020–2021: The request was repeated, emphasizing the critical role this position would play in supporting the Director and ensuring compliance with Title 22 and California Department of Education (CDE) requirements.

2021–2022: The position remained a top staffing priority, tied to compliance with Community Care Licensing and California State Preschool Program (CSPP) mandates.

2022–2023: The justification expanded to include CSPP reporting, parent surveys, payroll, and documentation of lab student hours—reflecting growing administrative and fiscal oversight responsibilities.

2024–2025: The continued increase in enrollment (now serving over 90 children) and the shared CSPP contract with Chabot College reaffirmed the urgent need for this position to maintain compliance, operational efficiency, and student and family support.

This long-standing, repeated inclusion demonstrates a consistent and unmet need essential to maintaining compliance, supporting student parents, and sustaining the Center's instructional and service quality.

SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS

Explain how this position will improve safety and/or organizational effectiveness on campus or within your unit:

The Administrative Assistant will significantly enhance both safety and organizational effectiveness within the Child Development Center (CDC) and across its operations.

From a safety perspective, this position provides consistent coverage at the CDC's front entrance—ensuring that all visitors are greeted, identified, and properly checked in. This function is critical because the Center serves children, families, and college students throughout the day, and front-desk supervision is a key licensing and campus safety requirement. The Administrative Assistant will monitor access, manage sign-in procedures, assist with emergency communications, and maintain up-to-date safety records such as staff certifications, drills, and compliance documentation. The presence of a trained staff member dedicated to these responsibilities reduces risk, ensures immediate response to emergencies, and supports the safety of children, staff, and students.

From an organizational effectiveness standpoint, the position will streamline essential administrative processes—such as enrollment, payroll, purchasing, and compliance tracking—currently performed solely by the Program Director. With dedicated administrative support, the Director can focus on instructional leadership, staff development, and student learning outcomes. This increased efficiency will improve communication with families, enhance record accuracy, and ensure timely completion of state, district, and licensing reports.

Overall, this position strengthens the Center's safety, compliance, and operational reliability, contributing to a well-organized, responsive, and accountable learning environment that benefits children, student parents, and the college community.

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$ <u>61,798.00</u>
Estimated Benefits Cost:	\$ <u>58,459.00</u>
Total Cost for Position:	\$ <u>120,257.00</u>

NOTE: Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

For accurate costs, contact the College Administrative Services Technician in the LPC Office of Administrative Services email to SSong@laspositascollege.edu

SECTION 7: SIGNATURES

Requester



Date - *click for drop-down* **Michelle Simotas**
11/10/2025

Division Dean

Michelle Simotas
Digitally signed by Michelle Simotas
Date: 2025.11.03
11:52:59 -08'00'

11/3/25

Date - *click for drop-down*

Administrative Services Technician

Sui Song
Digitally signed by Sui Song
Date: 2025.11.03
14:20:29 -08'00'

11/3/25

Date - *click for drop-down*

Vice President



11/07/25

Date - *click for drop-down*

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

ADMINISTRATIVE ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, perform a variety of general administrative, secretarial, and difficult and complex clerical duties in support of assigned program area; provide support and assistance to assigned supervisory, academic, and classified staff; serve as a liaison between the assigned area and/or assigned supervisor and other staff, the general public, students, faculty, and other campus and community officials; and provide a wide variety of reference and resource information related to assigned function or program area.

The Administrative Assistant is the journey-level classification in the administrative support/secretarial series. Incumbents are assigned to perform a wide range of administrative support, secretarial, and clerical duties independently for a program area or to provide secondary support to a large/complex administrative, academic services, or student services program area. Incumbents at this level typically receive instruction or assistance only as new or unusual situations arise, and have familiarity with the operating procedures and policies of the work unit upon completion of the probationary period.

The Administrative Assistant is distinguished from the College Clerk by the direct secretarial support the Administrative Assistant provides to a program area including providing general administrative and secretarial support to professional or management staff. It is further distinguished from the Senior Administrative Assistant classification in that the Senior Administrative Assistant class is responsible for providing support to senior management staff with responsibility for a large/complex administrative, academic services, or student services program area. The Senior Administrative Assistant classification typically reports to and is the primary position supporting a Dean or Director level administrator or provides advanced journey-level secretarial support to executive, administrative, or management staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform responsible secretarial and administrative support duties for assigned supervisor and program area; relieve assigned supervisor and other assigned staff of a variety of clerical, technical, and administrative details; provide assistance in organizing functions and activities that involve assigned area; as necessary and appropriate, serve as liaison between assigned supervisory staff or program area and administrators, other District personnel, and the general public.
2. Perform administrative support duties to assist the supervisor in meeting reporting requirements, functional responsibilities, and research objectives; coordinate the office work of the supervisor and/or program area; develop schedules related to office/department activities and services; review, update, and inform assigned supervisor and other staff in assigned area of essential timelines; coordinate the flow of activities through the office in relation to priorities and schedules; assure the timely completion of work in accordance with established policies, procedures, and standards.

Chabot-Las Positas Community College District
Administrative Assistant (*Continued*)

3. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; schedule usage of department facilities; coordinate and arrange meetings; coordinate activities with other divisions and departments.
4. Serve as liaison and facilitate communications between assigned supervisor, other administrators, students, academic and classified staff, other offices, educational institutions, public agencies, and the general public; interact and relay information, questions, and decisions regarding supervisor's area of assignment; refer callers to other departments or individuals as necessary; prepare preliminary responses to routine correspondence for assigned supervisor's approval.
5. Prepare Board agenda items and supporting documents as necessary for assigned area; assure assigned supervisor receives timely notification of Board requests for information or action.
6. Perform a variety of clerical accounting duties and responsibilities for assigned area; assist supervisor in budget administration; track budget activity; post, monitor, and track invoices and other expenditures; process budget/expense transfers; prepare purchase requisitions.
7. Order office supplies and materials as directed; assure their timely receipt and storage; assure proper functioning of office equipment.
8. Participate in payroll processing functions for assigned area including to prepare payroll forms and maintain records for timesheets and various authorizations.
9. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or records proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
10. Answer telephones and respond to routine questions and requests for information from administrative, management, academic, and/or classified staff, students, and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
11. Train and provide work direction to assigned student workers and other hourly workers as assigned.
12. Establish and maintain complex, interrelated filing systems; collect, compile, and record narrative, statistical, and financial data and other information; track and verify eligibility for special programs such as athletics; research and verify information as requested.
13. Type, format, proofread, duplicate, and distribute a wide variety of correspondence, reports, notices, schedules, lists, forms, and other materials according to established procedures, policies, and standards; type from rough draft, verbal instructions, or transcribing machine recordings; compose routine correspondence related to area of assignment; prepare preliminary responses to routine letters and general correspondence.
14. Receive mail and identify and refer matters to the supervisor in order of priority.
15. Utilizing thorough knowledge of various computer applications and software packages, enter, update, correct, and extract information; maintain and generate reports from a database or network system.
16. Maintain current working knowledge of applicable hardware and software applications.
17. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operational characteristics, services, and activities of the functions, programs, and operations of the assigned office.
2. Work organization and basic office management principles and practices.
3. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
4. Basic principles, practices, and procedures of fiscal, statistical, and administrative record keeping.
5. Principles, practices, and procedures of business letter writing.
6. Principles and practices used to establish and maintain files and information retrieval systems.
7. Basic research methods and techniques.
8. Basic mathematical concepts.
9. Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
10. Interpersonal skills using tact, patience, and courtesy.
11. English usage, grammar, spelling, punctuation, and vocabulary.
12. Oral and written communication skills.

Ability to:

1. Learn and understand the organization and operation of the assigned office and/or department as necessary to assume assigned responsibilities.
2. Learn, understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
3. Perform a range of administrative, secretarial, and clerical duties involving the use of independent judgment.
4. Independently compose and prepare routine correspondence and memoranda.
5. Prepare a variety of clear and concise administrative and financial records.
6. Effectively present information in person or on the telephone to students, staff, or the public.
7. Type or enter data at a speed necessary for successful job performance.
8. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
9. Implement and maintain filing systems.
10. Train and provide work direction to others.
11. Establish, review, and revise office work priorities.
12. Plan and organize work to meet schedules and changing deadlines.
13. Use correct English, grammar, spelling, punctuation, and vocabulary.
14. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
15. Adapt to changing technologies and learn functionality of new equipment and systems.
16. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
17. Work effectively with minimal supervision.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.

Chabot-Las Positas Community College District
Administrative Assistant (*Continued*)

20. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in secretarial science, office automation, or a related field.

Experience:

Two years of increasingly responsible clerical and secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to a program area and/or management staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Revised by Board of Trustees on March 20, 2018

Effective: March 20, 2018

Job Family: Clerical – Secretarial – Fiscal