

# 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
<b>Program Need</b> (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).
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Student Learning &amp; Success</b> (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.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Mission and Planning Priorities</b> (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.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Program Outcomes, Initiatives and Plans</b> (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.
<b>Ranking Scale</b>	<b>8-10</b>	<b>4-7</b>	<b>0-3</b>
<b>Safety and/or Organizational Effectiveness</b> (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.
<b>Ranking Scale</b>	<b>3</b>	<b>1-2</b>	<b>0</b>

# 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"><li>1. Requesting a new position;</li><li>2. Requesting increased hours for an existing position;</li><li>3. Informing the committee of the intent to hire a temporary grant-funded position.</li></ol> <p>Non-Instruction position requests are <b>not</b> required for:</p> <ol style="list-style-type: none"><li>1. Temporary positions supported by general funds;</li><li>2. Positions currently funded, but vacant for less than 24 months;</li><li>3. Approved positions, but with a failed search. Approval is extended for 12 months only.</li></ol>
	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"><li>• Calculation requests must be made no later than November 5 to meet November 12 deadline for Division Dean submittal</li><li>• Send requests via email to <a href="#">Sui Song</a></li></ul>
	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

## 2025-2026

Internal Use

#: 2026-

**Requester Name:** Ellie Hirstein

**Division Name:** PATH

### 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:**

PATH:KIN/ATHL

**Indicate To Whom this Would Report:**

Mike McQuiston, Dean of PATH

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

No previous

**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?**

Kinesiology and Athletics (KIN/ATHL) operate as an integrated student ecosystem in which Kinesiology provides the academic foundation and Athletics delivers the applied, competition-based environment, with a significant share of intercollegiate athletes enrolling in KIN courses to meet training, eligibility, transfer, and long-term career goals, making the program inherently inclusive of athletic teams and competition; throughout this document, the terms are used almost interchangeably because of this tightly linked structure.

The Division is proposing to reinstate a dedicated Administrative Assistant for KIN/ATHL, which would divide the administrative workload into two clearly defined Assistant roles:

- The current Senior Administrative Assistant would focus on division-level coordination, fiscal tracking and processing, planning support, and coordination of administrative workflows.
- A new Administrative Assistant would support Athletics operations by handling athletics-specific administrative and compliance functions such as eligibility documentation, transportation coordination, and financial transaction tracking.

An Administrative Assistant is needed to support the volume and complexity of KIN/ATHL operations, which require continuous eligibility processing, transportation and travel coordination, purchasing and vendor transactions, and CCCAA compliance documentation. These functions are time-sensitive, high-volume, and directly tied to student participation, program reputation, and institutional compliance. Without dedicated support, KIN/ATHL-related administrative demands will continue to pull capacity away from core PATH division operations and create avoidable risk in scheduling, fiscal processes, and regulatory reporting.

Key responsibilities would include:

- Coordinating and processing athlete eligibility packets, academic progress checks, and CCCAA-required documentation.
- Managing travel logistics for teams, including transportation requests, driver coordination, roster submissions, hotel reservations (when applicable), and post-travel reconciliation.
- Processing athletics-related purchasing, reimbursements, contracts for officials, and vendor payments in alignment with district fiscal procedures.
- Serving as a central point of contact for coaches and student-athletes for administrative tasks and timelines.
- Maintaining athletics calendars, competition schedules, and communication workflows to ensure timely coordination across multiple athletic programs, including deconflicting transportation needs and facilities use among teams and KIN courses.

The new position would also perform all duties customarily assigned to an Administrative Assistant as defined in the district job description.

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

Ellie Hirstein, Senior Administrative Assistant.

## **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 decade, the operational load associated with Kinesiology and Athletics (KIN/ATHL) has expanded well beyond the capacity of a single division-level assistant. Program Reviews from 2014–2024 show a consistent pattern: as the number of teams, competitive schedules, student-athletes, compliance requirements, and off-campus activities increased, the administrative infrastructure did not keep pace. Likewise, examination of the number of associate degrees awarded (2015–2016 through 2024–2025), revealed clear trends and patterns in program performance and growth. Due to staffing turnover and multiple division reorganizations, administrative responsibilities were continually shifted, sometimes shared between two assistants and other times concentrated on one, and have now settled almost entirely on the current Senior Administrative Assistant, who is responsible for supporting all programs within the Division. At multiple points in the last decade, the program flagged the absence of a dedicated athletics administrative assistant as a structural vulnerability affecting scheduling accuracy, fiscal processing, and regulatory compliance as administrative demands have grown substantially in both volume and complexity.

By the late 2010s, athletics operations required continuous eligibility packet processing, academic progress verification, and coordination with Admissions & Records and counseling. These were layered on top of expanding travel demands, including transportation requests, roster submissions, and hotel coordination for select teams. Program Reviews also document persistent challenges managing equipment purchasing, vendor payments, and contracts for officials, functions that must follow strict district fiscal procedures and occur on tight timelines tied to competition schedules. The 2017–18 Program Review noted as a problem that the Academic Dean was monitoring athletic eligibility while the single administrative assistant managed all other athletics duties in addition to broader division work (essentially one person doing two jobs). In the past, KIN/ATHL had two administrative positions: a Senior Administrative Assistant for the Division and an Administrative Assistant assigned specifically to Athletics. In 2018–19, a 50% Administrative Assistant position from Student Services was temporarily assigned to handle athletic eligibility. Staff turnover, instability, and uneven coverage repeatedly disrupted eligibility processing, travel coordination, and game logistics. Program reviews from 2021 onward note that, without dedicated athletics administrative support, the division's Senior Administrative Assistant is forced to absorb both division-wide operations and sport-specific logistics, pulling attention away from core PATH functions and increasing the probability of avoidable errors. In January 2023, full athletic eligibility responsibilities returned to the PATH Division when the Student Life Office could no longer cover them. This arrangement was intended to be temporary, based solely on the Senior Administrative Assistant's prior eligibility experience gained while working at Chabot College. The current "temporary" arrangement has now become unsustainable. Absorbing an expanding portfolio of transactional and compliance-heavy tasks related to athletic eligibility, transportation scheduling, and meal money reconciliation, in addition to the broader Administrative responsibilities of the Division has increased duties so that the workload regularly exceeds what one full-time position can complete without risking missed deadlines or critical compliance errors.

Meanwhile, the Kinesiology discipline has undergone sustained, multi-year expansion that now exceeds what the current administrative structure can reasonably support. Headcount has grown more than 40% in both Fall and Spring over the past four years, and course enrollments have accelerated even faster, surging from 721 to 1,050 in Fall and from 745 to 1,060 in Spring. This growth, combined with a sharp rise in AA-T completions, signals a program that has moved from moderate scale to one of the college's major enrollment engines. Kinesiology is a clear outlier and one of the fastest-rising majors on campus, showing the steepest proportional growth of any program with roughly 33% annualized expansion over the ten-year period from 2015–16 to 2024–25. Kinesiology now ranks among the college's top-ten programs (defined as the ten academic programs awarding the highest number of degrees in the most recent year) trailing only the large interdisciplinary Liberal Arts pathways and a few high-volume transfer majors like Business and Economics.

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

The absence of a dedicated administrative support position for KIN/ATHL creates daily workflow bottlenecks and compliance risks. Athletic eligibility, vehicle scheduling, meal money advances/reconciliation, and facilities scheduling are all time-sensitive, detail-heavy processes tied directly to student participation and compliance with 3C2A Coast Conference rules. It is a reasonable and evidence-supported conclusion is that the Senior Administrative Assistant is being relied upon for both division and athletics logistics.

Even if/when everything is well planned, last-minute changes in other colleges' schedules or athletic programs, create ripple effects that demand immediate attention. The Senior Administrative Assistant is constantly pulled toward these "urgent" tasks, leaving less time for core division functions such as budgeting, hiring, and program coordination. If the Division can't separate out the heavily detailed transactional work from the complex higher level work, the "urgent" will keep cannibalizing the "important."

Creating a new Administrative Assistant position dedicated to Athletics will stabilize operations, reduce errors, and restore the Senior Administrative Assistant's ability to manage higher-level duties, including budget/fiscal processes and division-wide coordination and support.

Processing delays in eligibility verification or travel needs have a direct, negative impact on student participation, potentially preventing athletes from competing or causing undue stress to students and coaches when it comes to meal advances and transportation requests. The four most obvious impacts are:

1. Eligibility Certification – Without prompt eligibility certification, student-athletes cannot compete. Each athlete has only two years of eligibility, and delayed processing can cost them playing time or transfer opportunities.
2. Meal Money Advances – Coaches rely on accurate rosters and travel schedules to request meal advances so students aren't covering meals out of pocket. This also ensures equitable treatment of athletes' basic needs.
3. Transportation Requests – Roster and schedule accuracy determine how many vehicles are needed and when. M&O requires this information in advance for fleet maintenance and scheduling.
4. Facilities Scheduling – Early input of game and event schedules in 25Live allows the Administrative Services to manage rentals and campus events without conflict or delay.

Ultimately, this position safeguards the general student experience and allows for proper support for a student's specific need(s) as a student athlete.

## **SECTION 2: STUDENT LEARNING AND SUCCESS**

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

Athletics directly contributes to student success, retention, and equity by fostering engagement, leadership, and persistence toward degree completion. Administrative infrastructure is the unseen foundation enabling that success.

Reliable administrative support directly affects student-athlete success when eligibility, transportation, and financial processes run smoothly.

- Students remain eligible to compete, stay engaged, and persist toward degree completion or transfer.
- Coaches and faculty can focus on instruction, mentorship, and student development rather than administrative troubleshooting, processing lag, or errors. The team would have faster and more clear communication about a student's eligibility status, travel logistics, and meal advances.
- Financial barriers, such as a delay in meal money that can disproportionately affect first-generation and low-income athletes, will be reduced. Students from disproportionately impacted groups, many of whom are represented in Athletics, will benefit from consistent, equitable support to remain eligible for other aspects of Student Life on campus, such as Financial Aid or Basic Needs.

This Administrative structure aligns with Las Positas College's mission to provide an inclusive, learning-centered, equity-focused environment by ensuring all students receive timely, equitable support that enables their continued participation and academic achievement.

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

A dedicated Administrative Assistant strengthens the college's compliance and documentation in key ACCJC standards:

- Standard I.B (Institutional Effectiveness): Improved accuracy and timeliness of eligibility and fiscal records used for program review and planning.
- Standard II.C (Student Support Services): Reliable administrative infrastructure supporting equitable access to athletic and co-curricular programs.
- Standard III.A/B (Human and Physical Resources): Appropriate staffing to ensure sustainable workloads with a staffing structure that aligns with actual operational needs, ensuring sustainable workloads and error/risk mitigation.
- Standard IV.A (Decision-Making): A clear separation of duties and accountability within the division that defines the responsibilities of the Senior Administrative Assistant and the new Administrative Assistant, improving workflow and strengthening overall division efficiency.

These improvements reduce audit risks, support continuous improvement, and strengthen evidence and details for accreditation review.



## **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:**

This structure aligns with Las Positas College's mission to provide an inclusive, learning-centered, equity-focused environment by ensuring all students receive timely, equitable support that enables their continued participation and academic achievement.

This position supports the Las Positas College mission and each planning priority:

- **Equity:** Ensures all student-athletes receive consistent, timely administrative support, particularly those facing systemic barriers to athletic participation.
- **Student Success:** Removes procedural barriers that can derail eligibility, travel, or competition, key elements of engagement and persistence.
- **Health and Wellness:** Reinstating a second Administrative Assistant not only strengthens Athletics (a core program promoting physical fitness and wellbeing) but also supports the wellness of the employee currently carrying this unsustainable workload. The current single staff member manages overlapping high-priority tasks, constant schedule changes, and compliance deadlines that routinely extend beyond a normal workload.

The reinstatement of an Administrative Assistant is not simply an addition of staff, it serves as a restructuring that restores a system that worked in the past and is essential for sustainable operations now. The addition of a new Administrative Assistant for KIN/ATHL reinforces the College's commitment to inclusive excellence, ensuring that administrative processes never become barriers to student participation or progress. It ensures Athletic 3C2A and ACCJC compliance, supports active student participation, and strengthens the division's ability to serve all of our students over the nine different disciplines effectively. More than that, it also serves to distribute responsibilities realistically, reduce chronic stress, and models the same wellness principles we promote to students. Sustainable staffing is a matter of institutional health as much as individual wellbeing.

This proposal is more than a staffing request, it's a necessary realignment that supports the College's mission to foster equity, student success, and wellness for both students and employees.

## **SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS**

**Please check one.**

☒ This need was described explicitly in a Program Review (Year 24-25).

☐ 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):**

Annual Kinesiology Program Reviews have repeatedly identified the need for additional administrative support across multiple program review cycles.

As early as 2017–18, the department noted that “the Dean [was] in charge of monitoring the academic eligibility of the student-athletes and the administrative assistant [was] doing everything else for athletics,” effectively leaving “one individual doing two jobs.”

In 2018–19, faculty again emphasized that clerical and compliance duties were being shifted to coaching staff, stating that “an administrative assistant would be able to complete this task instead of faculty members.”

By 2020–21, the department reiterated the issue, citing “staffing issues that lack consistency in discipline,” highlighting ongoing instability in support and strain on personnel.

Most recently, the 2025–26 program review again documents the “need for another Administrative Assistant for KIN/ATHL to cover Athletic Eligibility, Meal Money Advances, and Vehicles.”

Taken together, these statements reflect a clear, sustained pattern: the department’s administrative workload has exceeded sustainable capacity for years, and reinstating a dedicated Administrative Assistant is a long-overdue correction, not a new request.



## SECTION 5: SAFETY and/or ORGANIZATIONAL EFFECTIVENESS

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

Adding a dedicated Administrative Assistant for Kinesiology and Athletics would immediately improve both safety and overall effectiveness for the Department and the Division.

Having one person responsible for all eligibility, transportation, hiring, fiscal, and day to day tasks creates a constant risk of things slipping through the cracks—especially when deadlines overlap. With an additional Administrative Assistant, responsibilities can be divided so that the college, the students, and the employees are protected from errors that could have safety or audit consequences, or from missing tasks/deadlines entirely.

On a more practical level, better coordination of athletic vehicles and travel requests means fewer last-minute changes, verified driver clearance, and confirmation that vehicles are maintained and ready before teams leave campus. It also ensures meal money is properly advanced and reconciled so coaches aren't holding onto extra cash or covering expenses themselves. Each of these steps keeps both employees and students safer and reduces institutional risk.

Splitting this position restores a clear structure that allows the Division to function the way it's supposed to. The new Administrative Assistant can focus on the heavy, detail-oriented transactional work—eligibility paperwork, vehicle scheduling, meal money processing—while the Senior Administrative Assistant can stay focused on larger division responsibilities like budgeting, hiring, and planning.

This change will help deadlines get met on time, reduce the need for constant triage of "urgent" tasks, and create consistent coverage when someone is out or during high-volume periods at the start of a semester. It also builds in a safeguard against burnout by distributing work realistically across two positions.

In short, reinstating this role makes the Division safer, more reliable, and better organized. It allows both staff and students to work in an environment that runs efficiently, follows compliance standards, and supports the wellbeing of everyone involved.

## SECTION 6: COSTS\*

<b>Estimated Increase or Proposed Annual Salary Cost:</b>	\$ <u>61,798.00</u>
<b>Estimated Benefits Cost:</b>	\$ <u>58,459.00</u>
<b>Total Cost for Position:</b>	\$ <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](mailto:SSong@laspositascollege.edu)*

## SECTION 7: SIGNATURES

**Requester**

**Ellie Hirstein**

Digitally signed by Ellie  
Hirstein  
Date: 2025.11.13  
10:52:17 -08'00'

11/13/25

Date - *click for drop-down*

**Division Dean**

**Michael A.  
McQuiston**

Digitally signed by  
Michael A. McQuiston  
Date: 2025.11.17  
11:30:09 -08'00'

11/17/25

Date - *click for drop-down*

**Administrative Services Technician**

**Sui Song**

Digitally signed by Sui  
Song  
Date: 2025.11.11  
14:45:08 -08'00'

Date - *click for drop-down*

**Vice President**

*Nan Ho*

11/20/25

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