

JOB TITLE: Administrative Assistant
PAY GRADE: CL 20
LAST REVISED: July 2025

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

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, performs administrative duties in support of an assigned area, including, but not limited to, accounting, budget management, instructor onboarding, outreach, class scheduling and monitoring, and activity and event planning and logistics; provides information and assistance, including those of a confidential nature, to District staff, students, and the public; and performs a variety of special tasks and projects relative to assigned area of responsibility.

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. Performs a variety of clerical, technical, and administrative activities to support office operations, including, but not limited to, producing correspondence, forms, handbooks, manuals, and other materials occasionally of a sensitive nature; ordering and monitoring supplies and equipment for office and other department related spaces; coordinates service or repair of office equipment; updates relevant intra-net items for area or campus location; reserving District vehicles and making travel arrangements for employees.
2. Greets, receives, and/or screens office visitors, mail, emails, and telephone callers in a sensitive, trauma-informed, and culturally inclusive manner; refers matters to appropriate manager or staff, as needed; responds to questions, complaints, and requests for information and assistance from District staff, students, and the public while maintaining and ensuring confidentiality; composes and prepares written responses independently or for manager approval; generates and disseminates communications as appropriate; facilitates communication between office or assigned manager(s) and the college community, the public, or outside organizations; interacts and relays information, answers questions, or explains decisions regarding area of assignment.
3. Maintains calendar(s) for assigned manager(s) or area of assignment to ensure coordination of office activities and status of assigned projects; schedules and coordinates meetings, activities, or events, including, but not limited to, location requirements, facility use requests, and audiovisual or presentation equipment needs and support; provides support for District and department events.
4. Assists employees and provides information to solve technology issues (e.g., Zoom/Teams, various software applications); directs users to handouts or other resources; assists users to determine optimum strategies for utilizing available technical resources.
5. Collects, researches, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data and makes recommendations; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; maintains and generates reports from a database or network system.

6. Establishes and maintains a variety of filing systems, including, but not limited to, electronic, cloud-based, hard copy, and confidential files; establishes and maintains files for information, records, and reports; inputs data into databases which may include confidential information.
7. Records and verifies faculty, classified, student, short-term, and temporary employee time sheets; calculates and processes faculty stipends, Special Assignment Request Forms (SARF), and Special Assignment Agreements (SAA) and corresponding timesheets; prepares and submits substitute paperwork; generates and proofs monthly faculty pay reports and submits for processing; monitors and tracks classified leave requests and balances; communicates and serves as the liaison with Human Resources as necessary for accident reporting and other relative matters.
8. Assists in budget administration; coordinates, prepares, and manages assigned budget, including, but not limited to, unrestricted, restricted, categorical, grant, capital outlay project, and special funds utilizing the District's Banner Enterprise Resource Planning (ERP) system; prepares and processes budget transfers and augmentations, invoices, independent contracts, reimbursements, class fee refunds, bank card statements, change orders, and requisitions, and ensures that they are completed and coded to the correct budget, account and/or purchase order; receives and deposits monies with the Cashier as needed; reconciles budget for accuracy; resolves budget issues and problems; tracks purchases and deliveries; coordinates, requests, and reviews price quotes and ensures compliance with District standards and requirements; meets fiscal deadlines and completes end of year processes, including balancing accounts and closing open purchase orders; collaborates with management on expenditures to fully expend funds.
9. Works with assigned manager and others, as needed, to develop annual budget; evaluates and prepares financial reports and summaries for annual budget development process; prepares budget augmentation requests; prepares budget status reports as needed.
10. Provides general assistance, information, and answers questions regarding budget processes, guidelines, regulations, and procedures to department budget users and employees; serves as the liaison between District Business Services Department and division/department staff.
11. Collaborates with management and Business Services staff on allocated grants to ensure understanding of contract obligations, establish data collection procedures, and develop grant report schedule; coordinates with stakeholders to monitor completion of objectives throughout grant-life cycle; collaborates with accountants and management to maintain and prepare financial documents, analysis, and grant summaries to meet reporting milestones and audit requirements.
12. Supports the preparation of audit schedules and works with assigned accountant to complete year end closing and audit processes, as needed.
13. Assists with building and adjusting class schedules using historical and current data, including calculating and assigning class hours and session credits; tracks curriculum changes; evaluates data received from academic administrators; enters, edits, tracks, and audits curriculum changes through District's scheduling software; ensures hours and session credits are assigned accurately and in a timely manner; monitors enrollment data to identify and recommend class additions or cancellations and enters information into database; assists with class cancellations.
14. Facilitates the coordination of schedule production; works with assigned administrator/manager to develop class scheduling timeline and deadlines; communicates requirements and provides technical assistance to deans and faculty; coordinates and monitors faculty loading, reassignments, release time, absences, and office hours; creates, verifies, edits, and distributes faculty loading records; generates and distributes assignment letters; reviews and monitors Faculty Loading Report, Flex hours, and additional collective bargaining agreement obligations.
15. Plans, coordinates, monitors, and evaluates non-credit classes and special programs; assesses and recommends future course development and offerings related to community interest and need; researches potential class opportunities and presents to assigned manager for review and approval; researches, identifies, and recommends class sites or venues; reviews course needs, enrollment numbers, and cost of site rental to determine viability and ease of use for students and instructors; monitors, tracks, and analyzes class enrollment figures; determines class cancellation due to low enrollment; updates program and District databases with correct data and cancellation decision for future reference; reviews previous class offerings; analyzes student and instructor feedback to determine ongoing need based on community interest, potential enrollment, and revenue opportunity.

16. Coordinates classroom utilization between divisions and locations; reserves and releases room schedule for digital publication, website posting, and distribution; researches room charts to determine available class locations; initiates requests to reserve rooms and submits required forms to facilities for approval; arranges campus and off-site facilities and meeting rooms; researches, identifies, and recommends class sites or venues; reviews course needs, enrollment numbers, and cost of site rental to determine viability and ease of use for students and instructors.
17. Assists management with student conduct or grievance issues or concerns; partners with District staff, as well as engaging Community Safety, as needed.
18. Assists with special event planning and coordination related to the area of assignment, including working with outside vendors, contractors, District staff and management, as needed; prepares and submits required event documentation, including contracts and facility use requests; tracks and monitors event budget and expenditures.
19. Provides intra- and inter-related department communications between managers, staff, faculty, and students through the administration of various records and reports.
20. Coordinates, schedules, compiles, tabulates, transcribes confidential student comments, and processes faculty member performance evaluations, as needed.
21. Provides support and assists assigned area with campus closures and emergency procedures, as needed.
22. Coordinates and supports the logistical completion of contract submission to the Board of Trustees.
23. Attends meetings and trainings related to specific area of assignment; provides staff support to committees and other groups, as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials, and minutes, as appropriate.
24. Provides general work training, guidance, supervision assistance, and directs activities of students or temporary employees, or District staff.
25. Performs related duties that support the overall objective of the position.

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:

- Processes, procedures, and practices of accounting, budget preparation, and administrative responsibilities and support, including, but not limited to, procurement, contract processing and completion, business writing and composition, office management, public relations, various types and methods of record keeping, and filing system maintenance.
- Sierra College and operations of the assigned division/department.
- Methods and procedures for planning and scheduling classes and programs.
- Principles, practices, and techniques of communications, marketing, and public outreach.
- Basic Hypertext Markup Language (HTML) coding techniques for updating website templates and landing pages.
- Digital communication tools and social media platforms, including, but not limited to, Facebook, Instagram, Twitter, and OptiSigns.
- Basic emergency preparedness, Incident Command Systems, and response procedures and resources of the District in the assigned area, and state and federal government.
- Referral agencies, services, and departments on and off campus.
- Federal, state, and local laws, codes, and regulations, including applicable sections of the State Education Code, collective bargaining agreements, and Family Educational Rights and Privacy Act (FERPA).
- Basic research methods and techniques.
- Moderate to complex mathematical concepts.
- English usage, grammar, spelling, punctuation, and vocabulary, including proofreading, copy writing, editing, and formatting techniques.

Ability to:

- Plan, develop, schedule, coordinate, and monitor classes, schedules, and programs.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Provide specialized assistance, training, and information to students, District staff, and the public concerning assigned program area, functions, and resources.
- Analyze and resolve confidential, difficult, and sensitive situations.
- Write, edit, and prepare written marketing materials and social media posts for assigned area, as needed.
- Occasionally work outside of regular business hours in emergency situations to assist with communications and planning as needed.
- Use sound judgment in recognizing scope of authority.
- Plan and coordinate logistical arrangements for special events, activities, and meetings.
- Plan and organize work to meet schedules and changing deadlines with frequent interruptions.
- Implement and maintain filing systems.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including the District's Banner Enterprise Resource Planning (ERP) system and course schedule software.
- Maintain confidentiality of information.
- Monitor and maintain budgets and supporting documentation, including income and expenditures, and make difficult arithmetic and statistical calculations.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Research, compile, analyze, interpret, and disseminate data.
- Compile information and prepare business correspondence and reports.
- Take and transcribe recollections and notes from meetings.
- Provide general work training, guidance, supervision assistance, and direct activities of students, temporary employees, or District staff.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required qualifications for the position. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by college level course work in business administration, accounting, or a related discipline.

Experience

- Three years of increasingly responsible administrative and clerical experience.

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 walk, 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.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025