

PERALTA COMMUNITY COLLEGE DISTRICT - April, 2012

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/BUSINESS SERVICES
(SEIU Local 1021 Salary Range 55)
Job Code: 558**

CLASS PURPOSE

Under general supervision, performs a variety of complex tasks in the preparation and maintenance of business and administrative support services operations. Maintains a variety of administrative and fiscal records, collects data and information pertaining to administrative and business services.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Coordinates facilities rental requests with Community groups, Peralta staff and maintains use schedules and related records.
- College contact for District and College staff on facilities and maintenance requests (coordinates, processes, monitors, assures appropriate response, maintains related records).
- Coordinates processing of College work orders for custodian services requests (coordinates, processes, monitors, assures appropriate response, maintains related records).
- Review, process and maintain record on requisitions for supplies, equipment and services; track invoices and verify payments are made.
- Reviews budget transfers and personnel actions for accuracy and completeness.
- Serves as liaison for custodian operations during the day with College and District personnel.
- Coordinates both internal and external requests for campus athletic facilities.
- College resource person for contractors, District and College personnel involving physical plant remodeling and construction projects.
- Types a variety of correspondence, memoranda, reports and other materials using a personal computer utilizing word processing and spreadsheet software programs (e.g., MS Word and Excel).

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- Creates spreadsheets for information on instructional costs, working as a liaison between the Business Services Department and the Office of Instruction.
- Computes and compiles statistics as needed; prepares written reports concerning findings; reviews and checks forms for accuracy.
- Responsible for updating and maintaining information for the Department's Handbook, Board Policy Manual, Policies and Procedures Manual.
- Analyzes situations and makes decisions in procedural matters without direct supervision.
- Represents the Department at College, District, and community meetings.
- Performs a wide variety of clerical duties
- Acts as technical resource person in an assigned area of responsibility
- Maintains a variety of administrative and fiscal records
- Maintains accurate and complete records
- Collects data and information pertaining to an assigned area
- Develops recommendations on matters related to assigned area of responsibility
- Responsible for review and completion of employment and employee status change recommendations to the Board
- Acts as college resource person in class scheduling, instructor assignments, course offerings, and related areas
- May supervise and/or train clerical support staff and student assistants
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS

1. Three years of clerical and technical experience in the appropriate field or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - concepts, techniques, procedures, and other guidelines applicable to the designated area of specialization
 - administrative and office procedures and practices
 - basic research and analytical methods
 - proper English usage, grammar, and punctuation

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- modern office equipment, including familiarity with data entry and retrieval using computer terminals
- Ability to:
 - perform a variety of difficult technical and clerical work related to the designated area of specialization
 - establish and maintain cooperative relationships with those contacted in the course of work
 - analyze situations and make decisions in procedural matters without immediate supervision
 - speak and write effectively
 - type with speed and accuracy (45 wpm)
 - learn rapidly a variety of rules and procedures relating to the assigned area of responsibility
 - train and supervise clerical and student personnel
 - prepare and maintain accurate and complete records and reports

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

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TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A