

PERALTA COMMUNITY COLLEGE DISTRICT - May 2019

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/ADMIN
(Public Information, Communications & Media)
(SEIU Local 1021 Salary Range 55)
Job Code: 248**

CLASS PURPOSE

Under general supervision of the Executive Director, Public Information, Communications & Media, performs a variety of complex and difficult technical and clerical duties to provide direct administrative support for the Public Information, Communications, and Media Department.

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.

- Acts as technical resource person in an assigned area of responsibility
- Maintains a variety of administrative and fiscal records
- Collects data and information pertaining to an assigned area
- Types a variety of correspondence, memoranda, reports and other materials using a personal computer utilizing word processing and spreadsheet software programs.
- Initiate, review and process requisitions for invoices, insertion orders, supplies, and equipment for the department and check for accurate coding and completeness; maintain records for invoices, supplies, equipment, vendor files, etc.
- Monitor Department budget and create budget transfers to ensure availability of funds.
- Processes travel request and expense claim forms.
- Develops recommendations on matters related to assigned area of responsibility

Job Description: Staff Asst/Admin (Public Information, Communications & Media)

- Creates department reports, e.g. Strategic Planning Report, Annual Program Review, Clipping Reports, and quarterly FCC reports
- Distributes approved messages and announcements to faculty, staff and administration and students via Announcements and GovDelivery, respectively, as well as other communication vehicles.
- Posts approved content (documents, images, news releases) to the District's Public Information Department-related sections of the Peralta.edu website, as needed. These include Public information, About us, Bond reports.
- May provide editing assistance and/or creative content for messages, announcements, PICM district website, with explicit author and manager permissions, per task
- Serve as representative of the department to other managers, faculty and classified staff, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to the appropriate person.
- Conducts general research
- Performs other administrative duties including answering telephones, using e-mail and maintaining files.
- Performs other related duties as required.

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
- modern office equipment, including familiarity with data entry and retrieval using computer

Job Description: Staff Asst/Admin (Public Information, Communications & Media)

terminals

- basic computer programs such as Word, Excel and PowerPoint

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
- 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

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A