

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Administrative Assistant IV

JOB CODE: 0152

REPORTS TO: President, Vice Provost or Chief
of Staff

SALARY GRADE: 16

FLSA STATUS: Exempt

PREPARED BY/DATE: Carol Flynn 10/04

APPROVED BY/DATE:

CALENDAR CODE: A1

REVISED: 10/22/04

SUMMARY: Provides a broad range of duties associated with the proper operation and smooth functioning in the Office of the President. The Administrative Assistant IV functions as a generalist within assigned areas of responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Interprets and evaluates College policies and procedures relative to academic and administrative functions.

Represents the College President on College committees and task forces as directed

Reviews relevant rules and regulations of state and federal agencies

Prepares comprehensive reports

Conducts special research projects

Works with College leadership in coordinating the President's schedule, events and activities

Reviews College publications and official documents for accuracy and completeness

Reviews and submits the Board items to District

Drafts correspondence

Welcomes visitors to the Office of the President

Provides direction and assistance to College personnel

Performs related duties as required and deemed appropriate to accomplish assigned responsibilities and functions of the office

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of budget preparation and computer applications.
- Excellent organizational and communication skills (both oral and written).
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups and/or boards of directors.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to work in a multi-ethnic and multi-cultural environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an

employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ESSENTIAL PERSONNEL:

This function/position has been designated as "Essential". This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

MINIMUM REQUIREMENTS:

Bachelor's degree and seven (7) years of responsible professional and managerial experience; Master's degree and three (3) years of professional and managerial experience preferred. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to work a flexible schedule that may include evening and weekend assignments.