

## **CONFIDENTIAL BUSINESS SERVICES OFFICER**

### **DEFINITION**

Assist the Vice Chancellor of Finance and Administration with the coordination of the business activities of the department; serve as the primary administrative support person for the Vice Chancellor of Finance and Administration, performing complex administrative duties in support of the overall administration of District finances.

### **TYPICAL DUTIES**

Serve as the primary administrative support for the Vice Chancellor of Finance and Administration, including serving as a liaison between the Vice Chancellor and members of various committees including the Citizen's Bond Oversight Committee, Retiree Health Benefits Committee, Budget Committee and other committees, task forces, work groups, and department administrators; provide public relations support for numerous interdepartmental and community college wide functions and meetings; serve as a resource on policies, procedures, budgets, contracts and related matters utilizing independent judgment, knowledge, and interpretation capabilities, requiring extensive knowledge of district and college policies, practices and regulations, including but not limited to the Public Records Act and the Brown Act, and ensuring compliance; maintain complex filing systems, and provide related research duties; prepare drafts of correspondence, notices, agendas, materials, and take notes of and transcribe minutes for meetings of the Citizens' Bond Oversight Committee, the Retiree Health Benefits Trust Committee, the Budget Committee and other committees, task forces, or work groups; coordinate and review calendar and events regularly with the Vice Chancellor of Finance and other assigned administrators to ensure timely and appropriate coordination of the office, activities, and status of assigned projects; create initial drafts of correspondence for the Vice Chancellor's review; prepare reports, budgets, presentations and related items including updating and maintaining the Citizens' Bond annual report, the District budget publication, bylaws, and website postings; prepare Board of Trustee agenda items and resolutions for Business Services, Facilities Management, General Services, and other departments, coordinating closely with departments to review information and background materials, ensuring deadlines are met; independently formulate responses to routine letters and prepares reports, budgets, presentations and related matters; prepare correspondence and maintain files on varied and confidential matters, including official actions of the committees, task forces, and work groups; compose correspondence on matters not requiring personal responses of the Vice Chancellor; receive and arrange calls and provide requested information utilizing independent judgment, knowledge and interpretation capabilities; relay messages accurately, responding to questions and requests, clarifying the Vice Chancellor's position on various matters, resolving problems and/or referring to the appropriate party under limited direction while using tact, poise, diplomacy and judgment; may serve as lead for temporary employees; perform related duties as assigned.

### **QUALIFICATIONS**

#### **EXPERIENCE**

Three years of experience with Los Rios Community College District performing Administrative Assistant, Confidential Administrative Assistant, or Confidential Executive Assistant duties; **OR**, four years of administrative assistant experience supporting a high level manager, executive or administrator.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

**EDUCATION**

Completion of an Associate's degree from an accredited institution in business, office administration or related discipline; **OR**, a Bachelor's degree or higher in any subject area.

One year of education is equal to 30 semester units.

**SPECIAL REQUIREMENTS**

Type at a speed of 50 net words per minute.

**KNOWLEDGE OF:**

College and District-wide programs, policies, procedures regulations and processes relevant to the service area; use of technology to effectively perform responsibilities, including but not limited to word processing, spreadsheets, databases and desktop publishing; administrative and clerical procedures and systems such as filing basic accounting and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment; office terminology related to the position; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; effective customer service skills; how to compose effective correspondence; principles and practices of effective communication; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices for effective leadership, supervision, and training.

**ABILITY TO:**

Perform the essential functions of the position; coordinate and prioritize the work of assigned areas of responsibility; plan, direct and perform the activities of a particular office; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; analyze information and situations accurately and adopt an effective course of action; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; understand and effectively carry out oral and written directions; communicate tactfully, diplomatically and effectively in oral and written form; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations; collaborate and foster inclusion in a diverse organization.

**TYPICAL EQUIPMENT USED (May include, but not limited to)**

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.