

Assist the office in establishing and maintaining positive staff and public relations.

Assist in arranging and schedule a variety of meetings, conferences, field trips, workshops and other gatherings as assigned.

Operate a variety of office machines and equipment, including typewriter, copier and calculator.

Schedule lifeguards to assure proper coverage for the College's swimming program and special events and provide them with training on the College's emergency procedures.

Collect and compile statistical and financial data and other information for inclusion into specials and periodic reports.

Assist in monitoring the department's district budget expenditures and maintain financial records; maintain current account balances; order and maintain office supplies and other materials.

Track budget activity and resolve budget issues and problems; process and prepare time sheets for signatures; post, monitor and track invoices and other expenditures; process budget/expense transfers; prepare requisitions, check request, independent contracts and claims for reimbursement of special funds related to assignment.

Establish complex, inter-related filing systems including confidential files; collect, compile and record narrative, statistical and financial data and other expenditures; process budget/expense transfers; prepare requisitions, check request, independent contracts and claims for reimbursement of special funds related to assignment.

Assist in maintaining and monitoring the accounting procedures, income and expenditures of the Associated Students Government and campus club accounts.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct operations, procedures and methods of office to which assigned.

Modern office practices, procedures and equipment.

LICENSE AND OTHER REQUIREMENTS: Some positions in this classification may be required to possess a valid California driver's license.

WORKING CONDITIONS: Work is typically performed in an office environment subject to continual interruptions. The work environment is sometimes noisy.

PHYSICAL DEMANDS: Employees in this class regularly sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; hear and understand voices over telephone and in person, see to read fine print and operate office machines, and lift, carry and/or move objects weighing up to 10 pounds. Incumbents frequently travel to other campus locations to attend meetings or to pick up or deliver materials.