

Administrative Secretary II (Short-Term Hourly/Substitute
Temporary Position) Continuous Pool
Citrus Community College

Direct Link: <https://www.AcademicKeys.com/r?job=264276>

Downloaded On: Oct. 23, 2025 6:33am

Posted Oct. 22, 2025, set to expire Oct. 31, 2025

Job Title	Administrative Secretary II (Short-Term Hourly/Substitute Temporary Position) Continuous Pool
Department	\$185,000 to \$245,000
Institution	Citrus Community College Glendora, California
Date Posted	Oct. 22, 2025
Application Deadline	10/31/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6659507

Apply By Email

Job Description

Administrative Secretary II (Short-Term Hourly/Substitute Temporary Position) Continuous Pool



Recruitment Start Date 10/20/2025

Recruitment End Date 10/31/2025

Pay Rate \$29.50 an hour

FLSA Status

Benefits

This position is not eligible to receive the comprehensive program of fringe benefits (medical, dental, vision, and life), holiday pay, or vacation pay.

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At the beginning of each academic year, all professional expert, short-term, substitute, and student employees with an assignment which will exceed 30 days will be provided with five days (40 hours) of paid sick leave. This paid sick leave is available to be used for an illness of the professional expert, short-term, substitute, and student employee or his/her family member and/or for leave due to domestic violence, sexual assault or stalking. A professional expert, short-term, substitute, and student employee shall be entitled to use such sick leave as of the 90th day of employment. The five days (40 hours) of paid sick leave do not accumulate.

General Description/Summary

This is a short-term hourly, substitute temporary POOL position. Application materials for this position are accepted on an on-going basis. As openings for these positions become available, candidates may be selected from this pool of applicants.

POSITION SUMMARY

Performs a variety of technical, secretarial and administrative support duties for an administrator with substantial secretarial needs. Coordinates and performs administrative projects within an instructional division. Coordinates workflow and support activities for the office and often for related functions.

Minimum Qualifications/Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of secretarial experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of secretarial experience.

Preferred Qualifications

- Experience using Google Workspace (e.g., Docs, Drive, Forms, Sheets, Slides).
- Proficiency in Microsoft Teams, or similar collaboration platforms, for messaging, meetings, and shared document storage.
- Knowledge of Microsoft 365 applications beyond Word, Excel, and PowerPoint, such as Forms, FindTime/Scheduling Poll, OneNote, and Sway.
- Proficiency with Adobe Acrobat Sign features beyond sending e-sign documents (e.g., creating web forms, templates, bulk sends, and managing reminders).
- Experience maintaining budgets, entering requisitions, monitoring expenditures, and managing administrative schedules.
- Experience using Banner, or similar Enterprise Resource Planning (ERP) system.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant

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status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment

Licenses and Certificates

Essential Duties and Responsibilities

- Performs technical and complex administrative support involving applications of a working understanding of the functions and procedures of the division, with a basic understanding of functions and procedures of other divisions.
- Responds to inquiries and conveys information about programs and services provided by the organizational unit and college. Interprets and conveys policies and procedures, referring difficult or sensitive matters to the appropriate administrator.
- Organizes work by researching and setting up business and academic calendars and cycles, then establishing and sequencing deadlines and/or timelines for projects, activities, and required submissions. Coordinates and performs the administrative aspects of projects and events, integrating them with ongoing work routines.
- Provides administrative support to special processes such as, but not limited to committees and special interest group meetings. Prepares forms, revisions, and final documents to support proceedings.
- Takes notes and transcribes dictation as assigned. Types (keyboards) from rough drafts or instructions a variety of materials such as letters, memoranda, reports and statistical data. Composes original correspondence and forms on routine department matters.
- Receives telephone calls and visitors, screening callers, handling routine matters, providing information, or routing calls to administrators as necessary.
- Schedules appointments and arranges meetings. Prepares schedules and informs participants, confirming dates and times.
- Maintains records and assists in the preparation of departmental/divisional reports by gathering and summarizing information from a variety of sources.
- Receives, handles and stores confidential information pertaining to the District or assigned department. Maintains confidentiality of private and sensitive information.
- Assists compiling information requests on behalf of other organizational units responsible for class schedule production processes.
- Assists the administrator with development of organizational unit budget proposals, maintaining communications with work sections on status and information needs.
- Maintains approved budgets, transaction records, and audit trails, including those for capital outlay, special projects, and grant-funded activities.
- Reconciles expenditures and initiates budget allocation changes and reassignments of funds to and

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from various accounts, working with accounting staff to assure compliance.

- Prepares requisitions and claims for reimbursement. Resolves purchase order and contractual matters with vendors and other service providers.
- May enter class schedules into Banner.
- May assist in the preparation and/or coordination of special events.
- Performs other duties as assigned that support the overall objective of the position.

Knowledge, Skills and Abilities

Knowledge and Skills

- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a basic knowledge of the policies and procedures associated with the curriculum development and maintenance process.
- Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, desktop publishing, special applications used by the organization unit, and data entry onto custom data bases.
- Requires basic skill at facilitating small group problem-solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.

Abilities

- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections.
- Requires the ability to learn, interpret, explain and apply knowledge of the District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.
- Requires the ability to learn and apply techniques for curriculum development processes and recording and monitoring faculty workload information and processing payroll transactions.
- Requires the ability to prepare spreadsheets, graphs and charts.
- Requires the ability to learn and enter, import, and export data to and from databases within a reasonable time frame.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with faculty, students, staff, and the public using patience and

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courtesy, and in a manner that reflects positively on the organization unit.

Physical Abilities

- Incumbent must be able to function indoors in an office environment engaged in work of primarily a sedentary nature.
- Requires ambulatory ability to sit for extended periods of time, to utilize microcomputers and peripheral equipment, accomplish other desktop work, and to move to various campus locations.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to retrieve work materials from overhead, waist, and ground level files.
- Requires manual and finger dexterity to write, use a pointing device and keyboard at an advanced rate, operate microcomputer, and use other standardized office equipment, almost constantly requiring repetitive motions.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department Student Support Services

Job Category

Assignment

Percentage of Time

Months per Year As needed, not to exceed 195 working days (including holidays)

Work Days per Week Not to exceed 29 hours per week

Work Schedule per Day Hourly as needed, not to exceed 900 hours during a fiscal year

Work Shift Days

Bargaining Unit

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

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About Transcripts

Selection Process

NOTE: For those applicants required to submit a Confidential Record of Convictions (Form 101) to the Executive Director of Human Resources, please take a few minutes to download, complete, and mail the form today. Form 101 must be received in our office prior to the first consideration/closing date of the position for which you are applying. Form 101 may be obtained by visiting the Citrus College website or by clicking the link on the welcome page.

Quick Link <https://employment.citruscollege.edu/postings/1433>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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