

**ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT
OF ADMINISTRATIVE SERVICES**

GENERAL STATEMENT:

Provide secretarial, administrative and clerical accounting support to the VP of Administrative Services

REPORTS TO:

Vice President of Administrative Services

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED; Associate degree in office-related work preferred.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Five (5) years work experience in the administrative assistant field. Purchasing, Insurance and/or Accounting experience helpful.

OTHER:

Solid overall computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint) and Windows. Working knowledge of general office procedures and standard equipment operations. Professional, organized, accurate, and detail-oriented. Strong interpersonal skills and verbal and written communication skills. Comfortable working under deadlines and on multiple tasks or projects simultaneously.

DUTIES AND RESPONSIBILITIES:

- **General secretarial duties including:**
 - greet visitors; answer and screen VP's telephone calls
 - open, sort and route VP's incoming and outgoing mail
 - schedule meetings and events for VP; assist in managing VP's calendar
 - file, make copies, prepare and send faxes
 - prepare memos, spreadsheets and reports
 - establish and maintain a filing system for department records
- **Purchasing, Contracts and Insurance (PCI) duties including:**
 - maintain a tickler system for contract renewal and bid dates
 - maintain current file of vendors requesting to be put on bid lists
 - maintain current file on purchasing policies, procedures and guidelines
 - order and place advertisements for Requests for Proposals (RFPs)
 - maintain General Conditions and Specifications documents for inclusion in RFPs; send out RFP's
 - assist PCI coordinator with RFP preparation, public bid openings, and Purchasing Policy compliance
 - organize and maintain files on insurance policies
 - maintain Building and Contents schedule for all campuses for insurance and financial reporting purposes
 - assist PCI Coordinator with other duties as requested

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- **Transportation duties including:**
 - calculate and provide transportation billings to the Business Office on a monthly basis (for regular travel) or semester basis (for recurring instructional travel)
 - maintain vehicle information report for insurance and depreciation purposes
 - maintain vehicle title and registration files
 - insure timely certification and inspection of underground fuel storage tanks for regulatory and insurance purposes

- **Copier Management duties for Athens campus including:**
 - assist faculty and staff with copier problem resolution; perform first-line trouble shooting
 - place repair and supply orders with Xerox and paper vendor
 - read meters for Athens Campus and input Athens and TDCJ readings to Xerox's system
 - calculate and provide copier billings to the Business Office on a monthly basis
 - verify accuracy of Xerox invoices prior to coding and submitting to VP for approval
 - assist VP in managing Xerox contract

- **Miscellaneous duties including:**
 - prepare departmental purchase orders using electronic purchase order system
 - prepare and code departmental invoices
 - verify availability of funds for invoices submitted by direct reports prior to VP approval
 - place orders for and work with telecom company on telephone repairs, adds, moves or changes (*in transition to I/T*)
 - maintain cross reference of telephone extension to building and room location for each Athens campus faculty and staff member (*in transition to I/T*)
 - prepare accounting distribution for monthly electricity invoice using Excel spreadsheet
 - assist Business Office and President's Office staff in preparing the financial section of the monthly Board package
 - other duties as assigned by VP of Administrative Services

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 02/08/95 Revised: 7/16/09

JD113