DESERT COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE DESERT FOUNDATION

ADMINISTRATIVE SPECIALIST

BASIC FUNCTIONS
Under direction, plans and performs a wide variety of complex, responsible, highly sensitive, confidential administrative, technical, and secretarial support functions in support of the College of the Desert Foundation.

REPRESENTATIVE DUTIES
1. Provide the public with assistance and information related to the COD Foundation.
2. Perform a broad range of administrative duties to assist the supervisor with a variety of secretarial and administrative assignments. Provide oversight and management of the files. Attend, take notes, and transcribe minutes; assist in the preparation of meeting agendas and agenda items for Foundation Board meetings; and track projects. *E*
3. Sets up and maintain Administrator's calendar; coordinate, arrange and confirm meetings; screen request for appointments; make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, reimbursements and other related documentation. *E*
4. Relieve the Administrator of technical, clerical, and administrative duties within the scope of the assigned duties.
5. Receive, open and distribute mail; receive visitors, answer telephone calls and refer to appropriate staff members. *E*
6. Process checks, cash, web payments and credit cards received per established Foundation donation procedures for entry into FR50 database and for deposit. Enter donation data into online Laserfiche form for storage on the Foundation repository; search repository for files. *E*
7. Verify and process all invoices for payment to vendors and for reimbursement to the College.
8. Responsible for proofreading, oversight and accuracy of marketing collateral and website.
9. Review documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations; compose routine correspondence independently or from oral instructions; compile data for reports as requested. *E*
10. Create filtered mailing lists and reports with FR50 database program. Prepare reports and communications for distribution using mail merge. *E*
11. Provide administrative support to the Database Manager and Financial Manager. Duties include receiving, verifying and processing goldenrod financial requests submitted by faculty and staff; responding to requests regarding fund balances using Abila MIPS fundraising accounting software. *E*
12. Provide administrative support to the Database Manager including thank you letters to donors from the Foundation and select thank you letters for the President's office. Maintain and update donor files in FR50 database (per admin rights) and provide administrator-level updates to Database Manager in a timely manner. *E*
13. Order and maintain office/copier supplies and other materials. Prepare expense and appropriation transfers; coordinators and monitors purchasing and inventory of office supplies, furnishing and equipment *E*
14. Initiate IT and Maintenance work orders through the College.
15. Communicate information in person or by telephone where judgment, knowledge and interpretation of policies and regulations are necessary. *E*

16. Operate a computer and related software including scheduling, email, database management, word processing, spreadsheets and presentations, printer, copier, calculator and fax machine. Troubleshoot maintenance issues with copier and schedule service as needed. *E*
17. Work independently with limited supervision and use sound judgment and maturity when interacting with donors from a broad demographic and financial stratum, in person and on the telephone. Work confidentially with discretion on sensitive and private information. *E*
18. Attend and support fundraising events hosted by the Foundation. Maintain RSVP lists for all events. *E*
19. Coordinate and assist with campus tours.
20. Provide secretarial and administrative assistance to Foundation Board and assigned committees.
21. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES
Knowledge of: Modern office practices, procedures and equipment; preparation of complex reports; telephone techniques and etiquette; record-keeping techniques; operation of office machines including computer equipment and Microsoft Office Suite and database management; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; policies and objectives of assigned activities.

Ability to: Plan and perform complex secretarial, administrative work in support of the College of the Desert Foundation; work confidentially with discretion; meet schedules and time lines; maintain logs, files, reports and records; answer telephones and greet the public courteously; analyze situations accurately and adopt an effective course of action; operate a variety of office machines including a computer and Microsoft Office Suites; and database management; communicate effectively both orally and in writing; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of business records; understand and follow oral and written instructions; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; sit and stand for extended periods of time; bend at the waist, kneel or crouch; and lift up to 25 pounds.

EDUCATION AND EXPERIENCE
Any combination equivalent to: Associate's Degree supplemented by college-level course work in computer information systems or business-related course work and three (3) years of increasingly responsible office secretarial or administrative office support experience including some public contact.

WORKING CONDITIONS
Environment: Office environment with constant interruptions. Requires some weekend and evening responsibilities attending Foundation sponsored events.

EMPLOYMENT STATUS
College of the Desert Foundation

LEADERSHIP SALARY SCHEDULE
Row III