

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

STRATEGIC HIRE REQUEST

9/13/21

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p>Please include:</p> <p>Position Title: Counseling Services Administrative Assistant III</p> <p>Position #: CL-00495</p> <p>FTE: 1.0</p> <p>Level: CL-32</p> <p>Department: Counseling Services</p>	<p>1. Key responsibilities of position:</p> <ul style="list-style-type: none"> ○ Organize and manage the day-to-day activities of an assigned office to assure efficient and effective office operations. ○ Run reports, requisitions, work orders, purchase orders, fund transfers and other documents related to assigned functions. ○ Prepare and review routine correspondence, records, and other documents for accuracy, completeness and conformance to established rules and regulations. ○ Prepare agenda items for meetings as required; take and transcribe minutes and distribute to appropriate personnel; maintain records of meetings as required. ○ Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; obtain and provide information, coordinate activities and resolve problems. ○ Maintain current budget information; monitor budget expenditures; assist in budget preparations as required. <p>2. Current status of position:</p> <p style="text-align: center;">Filling a replacement position included in the budget</p> <p>3. Strategic Staffing Rationale: Please address at least one of the following items:</p> <ul style="list-style-type: none"> ○ Critical threshold of support services: Prepare and review routine correspondence, records, and other documents in accordance with district, division, and Counseling policies and procedures. Prepare agenda items, take and transcribe meeting minutes and distribute to appropriate personnel. Establish and maintain a variety of records, logs, and files related to assigned functions. Follow district and department policies and procedures. Perform a variety of duties in support of special events, research, and other special projects. Coordinate communication between the administrator and staff, students, the public or other district personnel, vendors and other outside organizations; and coordinate activities and resolve problems. ○ Essential supervision <p>4. Budget Impact – Please specify the following: Is position included in the current budget? Yes</p> <ul style="list-style-type: none"> ○ Funding Source? Unrestricted ○ Smartkey and Salary Object: 1333005_3330 ○ Annual Salary at Step B: Approx: \$48,756.00 + benefits cost at 50%
