

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

CRITICAL HIRE/UNEXPECTED VACANCY

11/12/13

Site	Position	Rationale
GC	Administrative Assistant IV CL-00514	<ul style="list-style-type: none">• What will position do? - The assistant to the Vice President of Administrative Services organizes and manages the day to day activities of the Administrative Services division office. Position is responsible for running reports, meeting minutes, entering requisitions, work orders, purchase orders, fund transfers; greeting office visitors; and serving as the admin of TracDat.• Staffing plan criteria for critical hire - This position is required to provide a critical threshold of support services.• Current status - This position is vacant due to an internal promotion.• Budget impact - Position is currently funded in the Adopted Budget.