

## Job Description

**JOB TITLE:** Executive Assistant, Office of the Vice President (Confidential)

**PAY GRADE:** CF15

**LAST REVISED:** NOVEMBER 2019

*All job descriptions are intended to present a descriptive list of the range of duties performed by employees. They are **not** intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address the District's changing business needs/practices.*

### **SUMMARY DESCRIPTION**

Under general direction of the Superintendent/President or an assigned Vice President, this position performs a wide variety of difficult and highly complex administrative duties including those of a confidential nature; processes administrative details not requiring the immediate attention of the executive staff member including the coordination of functions; communication of Division policy; the preparation of reports and other administrative tasks and provides information and assistance to administration, academic and classified staff, students and the general public

### **REPRESENTATIVE/ESSENTIAL DUTIES –**

*The following duties are typical for this job classification. Incumbents may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Participates and assists in the administration of the assigned administrator's office; assists the assigned administrator in meeting reporting requirements, functional responsibilities and research objectives; provides complex and responsible executive level support and confidential assistance relating to collective bargaining issues, staff evaluations, personnel matters and legal actions; relieves administrator of a wide variety of clerical, technical and administrative detail.
2. Plans and organizes executive office support functions; coordinates, oversees and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures and use of equipment and forms; reviews, updates and informs administrator and others of essential timelines.
3. Screens office and telephone callers; responds to sensitive questions, complaints and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary.
4. Serves as liaison between the assigned administrator and other educational administrators, management staff, academic and classified staff, students, representatives of educational and community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to the administrator or others as necessary.
5. Maintains and discusses a calendar of events on a regular basis with administrator to assure timely coordination of office activities and status of assigned projects; develops schedules related to Division activities and services.

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6. Coordinates and arranges meetings including location, seating and audiovisual equipment; coordinates activities with other divisions and departments; may make travel arrangements for staff.
7. Participates in preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to administrator for control of expenditures; assists in resolving budget issues and problems; processes budget/expense transfers; recommends budget revisions; manages lottery funds and capital outlay block grant monies within established guidelines.
8. Assures that Board agenda items and supporting documents are developed, prepared and forwarded within District timelines and legal requirements and guidelines; assures administrator receives timely notification of Board requests for information or action; assures that the Board receives information and notification of action taken as requested.
9. Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and take notes or records proceedings; prepares and distributes agendas, background materials and minutes as appropriate.
10. Collects, researches, compiles, analyzes, verifies, summarizes, records and evaluates information; prepares and distributes narrative, statistical and financial data, recommendations and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
11. Coordinates and oversees specialized functions or projects independently as assigned; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions or information as appropriate.
12. Composes correspondence independently; prepares preliminary responses to letters, general correspondence and personal inquiries of a sensitive nature for administrator's approval; formats, types, proofreads, duplicates and distributes correspondence, notices, lists, forms, memoranda and other materials according to established procedures, policies and standards.
13. Maintains files and provides support to the Accreditation Liaison Officer toward meeting the Accrediting Commission for Community and Junior Colleges (ACCJC) standards and requirements for continued accreditation status.
14. Establishes and maintains a variety of complex, intra- and inter-related filing systems including confidential files relating to labor negotiations and contract grievances; establishes and maintains files for information, records, and reports; maintains records related to specific area of assignment.
15. Operates office equipment including computer equipment, scanner, calculator, copier and facsimile machine; utilizes various computer applications and software packages; maintains and generates reports from databases or network systems.
16. Performs related duties as required.

**QUALIFICATIONS –**

*The following generally describes the knowledge and abilities required to successfully perform the assigned duties of this position.*

**Knowledge of:**

- Operational characteristics, services and activities of the functions, programs and operations of the assigned executive office.
- Pertinent federal, state and local laws, codes and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Instructional process and college environment.
- Office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets and databases.
- Work organization and office management principles and practices.
- Processes, procedures and practices of accounting, budget preparation and administration.
- Principles, practices and procedures of business letter writing.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices and procedures of complex fiscal, statistical and administrative research and report preparation.
- Principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
- English usage, grammar, spelling, punctuation and vocabulary.

**Ability to:**

- Understand the organization and operation of the assigned executive office as necessary to assume assigned responsibilities.
- Understand, interpret and apply administrative and office policies and procedures as well as pertinent laws, regulations and ordinances.
- Perform responsible and difficult executive assistant duties involving the use of independent judgment, personal initiative and confidentiality.
- Oversee and participate in the management of the administrative functions and operations of the assigned office.
- Establish, review and revise office work priorities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Respond to requests and inquiries from students, staff, or the public, effectively present information in person or on the telephone to students, staff or the public.
- Type or enter data at a speed necessary for successful job performance.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Participate in the preparation and administration of assigned budgets.
- Research, compile, analyze and interpret data.
- Prepare a variety of clear and concise administrative and financial reports, correspondence and memoranda.
- Implement and maintain filing systems.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work independently and effectively in the absence of supervision
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



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### Education and Experience Guidelines:

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in business administration, secretarial science or a related field.

#### Experience:

Five years of increasingly responsible experience as an administrative assistant or office coordinator, preferably in an administrative or executive office of a public agency or in an educational environment.

#### License or Certificate:

Possession of a valid driver's license.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT –

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### Environment:

Work is performed primarily in a standard office setting.

#### Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

#### Vision:

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

#### Hearing:

Hear in the normal audio range with or without correction.