

JOB TITLE: EXECUTIVE ASSISTANT to the PRESIDENT (CONFIDENTIAL)

LAST REVISED: DECEMBER 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction of the Superintendent/President, 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 DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or 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 Superintendent/President's office; assists 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 the President of a wide variety of clerical, technical and administrative detail.
2. Coordinates and oversees executive functions and events; 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 the President 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; exercises independent judgment and discretion in disseminating information, regulations, policies and procedures.
4. Serves as liaison between the President and Board of Trustee members, other educational administrators, 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. Exercises independent judgment and discretion in scheduling appointments and meetings for the President; maintains and discusses a calendar of events on a regular basis to assure timely coordination of office activities and status of assigned projects; develops schedules related to Division activities and services.
6. Coordinates and arranges a variety of meetings for the President and Board including location, seating and audiovisual equipment; coordinates activities with other divisions and departments; provides the President with materials and information in preparation for appointments and meetings; may make travel arrangements for staff.
7. Works with President to prepare outlines and context for speeches, presentations and other written publications for both internal or external communication.
8. 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.

9. Maintains contact with employee groups, legal counsel and government agencies on the President's behalf; coordinates collection and dissemination of information and documentation including Conflict of Interest code requirements; may assist the President in matters relating to labor negotiations, labor contract grievances and confidential employee litigation.
10. Serves as official recorder for Board of Trustees and attends closed sessions; reviews agenda items with executive staff and Board of Trustees; 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.
11. Ensures District compliance with and provides training to staff regarding legal requirement of the Brown Act.
12. Works with shared governance and legal counsel to develop, update, publish and communicate Board policies and administrative procedures; interprets and communicates policies and procedures to internal and external community.
13. Provides staff support to standing and ad hoc committees and other groups as assigned; attends and records proceedings from official and unofficial meetings including confidential meetings such as executive performance reviews or legal matters; prepares and distributes agendas, background materials and minutes as appropriate.
14. 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.
15. 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.
16. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

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.

Education and Experience Guidelines

Any combination of education, experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Experience:

A Bachelor's degree from an accredited college or university in a related field and four years of experience in an executive office or six 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.

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.