

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Positions in this class are differentiated from other support staff by reporting relationship as primary support to a Vice President and the extent of program involvement, the responsibility level of the administrative staff work, the initiative required and the independence of action given. Incumbents are expected to solve most problems encountered through the application of judgment and precedent, referring to the supervisor only those which involve the establishment of new procedures or which involve solutions which are inconsistent with College procedures and policies.

REPRESENTATIVE DUTIES:

Organize and manage the day-day activities of the administrator's office to assure efficient and effective office operations; coordinate communications; perform complex

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary. E

Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations. E

Maintain a variety of complex files and records; monitor budget and other financial records; monitor current account balances. E

Provide clerical and secretarial support for committees, task forces and other special groups within assigned functional areas; schedule and attend meetings; prepare agendas and minutes and maintain related records; represent administrator at campus meetings as assigned. E

Compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required. E

Inspect documents, forms, records and other materials for accuracy and errors; process a variety of forms and documents according to established procedures; assure conformance to established guidelines and standards. E

Prepare agenda items for meetings; take and transcribe minutes and distribute to appropriate personnel. E

Maintain confidentiality of privileged and sensitive information related to negotiations and other District actions. E

Compose correspondence independently; determine appropriate format and presentation; develop and revise forms. E

Operate a variety of office equipment including typewriter, computer, calculator, copy machine and dictation equipment; input and retrieve computerized data; utilize word processing, database and spreadsheet software as required by the position. E

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public; communicate with State offices related to compliance with laws, programs and funding policies and procedures. E

Train and provide work direction and guidance to others as assigned; coordinate office work flow to assure the proper and timely completion of work. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and procedures of an assigned area of educational administration.

Modern office practices, procedures and equipment.

Financial and statistical record keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

Public relations techniques.

ABILITY TO:

Provide complex secretarial and administrative support to the head of a major functional District-wide activity.

Plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.

Read, interpret, apply and explain rules, regulations, policies and procedures.

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WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling or reaching to retrieve and file records.