

Position: Executive Assistant to the Superintendent/President and the Board of Trustees Department/Site: President's Office	Position Number:
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#### BASIC FUNCTION:

Under the direction of the superintendent/president, provide a wide variety of confidential administrative support to the superintendent/president and Board of Trustees; manage the day day operations of the office, including lower level staff, and provide information and assistance to faculty, staff, students, and the public.

#### REPRESENTATIVE DUTIES:

- x Perform complex and confidential secretarial and administrative duties for the superintendent/president; process administrative details not requiring the immediate attention of the superintendent/president; prepare information needed in administrative decisions and in facilitating implementation of policies and programs.
- x Manage and oversee the day day operations of the Office of the Superintendent/President, assign, oversee and review the work of assigned staff; ensure that work is completed accurately and timely.
- x Collect and compile information pertaining to activities of the Superintendent/President's office; transmit orders and decisions of the superintendent/president to the various organizational units.
- x Prepare agendas for meetings of the Board of Trustees; coordinate with departments; receive and review agenda item materials; ensure material is completed properly; follow-up with staff regarding missing items; notify Board members, media, and general public of meetings.
- x Research and prepare selected Board reports for superintendent/president's review; maintain an index of major Board actions.
- x Attend a variety of meetings including regular and special Board meetings; record, transcribe, prepare and submit minutes to college website.
- x Maintain the superintendent/president's appointment calendar; make travel arrangements for the superintendent/president, and other staff as appropriate.
- x Maintain and manage web page content for Office of Superintendent/President Board of Trustees, and other web pages as directed by superintendent/president.
- x Provide secretarial support for the Board of Trustees; make travel and other arrangements for conferences; provide information as requested.

- x Work with the superintendent/president in creating and updating board policies and administrative procedures, including maintaining a master list, disseminating board policies and administrative procedures to employee groups, governance councils, and Board of Trustees; post all approved board policies and administrative procedures to the college website.
- x Assist in the development of the office budget, gather records and estimate budget projections, maintain and monitor designed budgets to assure accounts are accurate and expenditures are within established limitations.
- x Coordinate communications from the superintendent/president to administrative personnel and other offices; assist in maintaining contact and communications with individuals, groups and associations within the college and in the community.
- x Compose correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of District policies and procedures.
- x Receive, monitor, and respond to public records requests submitted under the California Public Records Act.
- x Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures and laws are necessary; exercise discretion in public contacts.
- x Coordinate office work flow to assure the proper and timely completion of work; train and provide work direction to others as assigned.
- x Prepare reports by researching, assembling and summarizing information and data; provide data to use in the President's presentations and reports.
- x Type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with District rules and regulations.
- x Provide work direction and guidance to classified staff and students.
- x Prioritize and manage multiple tasks to meet specific deadlines.
- x Prepare and maintain a variety of administrative records and files including materials of a confidential nature; maintain control files concerning matters in progress and expedite completion.
- x Maintain confidentiality of privileged and sensitive information related to negotiations and other District activities.
- x Utilize all modern office technology efficiently and effectively including software needed to perform the duties of the position.
- x Perform related duties as assigned.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree in secretarial science, business or related field and five years of increasingly responsible secretarial experience including two years of experience as an administrative secretary in a public sector organization.

#### KNOWLEDGE AND ABILITIES :

Knowledge of:

- x Research methods and report writing techniques.
- x Public relations techniques.
- x Oral and written communication skills.
- x Interpersonal skills using tact, patience and courtesy.
- x Correct English usage, grammar, spelling, punctuation and vocabulary.
- x Receptionist and telephone techniques.
- x Recordkeeping techniques including alpha and numeric filing systems.
- x District vision, mission, value statements, and policies.
- x Operation of modern office technology, software, and word processing techniques.
- x Principles of training and providing work direction.
- x Applicable sections of the State Education Code, Brown Act, and other applicable laws.

Ability to:

- x Perform a variety of complex and responsible secretarial and administrative support duties to assist the superintendent/president with administrative details.
- x Provide secretarial support to the Board of Trustees.
- x Multi-task at the level required in a complex and diverse environment.
- x Learn quickly the operations, policies and procedures of the Superintendent/President's office.
- x Communicate effectively both orally and in writing.
- x Analyze situations accurately and adopt an effective course of action.
- x Work independently with little direction.
- x Work effectively with others in a wide variety of situations.
- x Read, interpret, apply and explain rules, regulations, policies and procedures.
- x Prepare and maintain administrative records and files.
- x Perform research, compile data and prepare reports.
- x Work confidentially with discretion.
- x Plan and organize work.
- x Compose correspondence and written materials independently.
- x Meet schedules and time lines.
- x Train and provide work direction to others.
- x Work evenings and weekends on occasion
- x Travel, using own transportation with mileage reimbursement, as the job may require.

LICENSES AND CERTIFICATES : Valid driver's license required

WORKING CONDITIONS:

ENVIRONMENT:

- x Office environment.
- x Constant interruptions.

PHYSICAL DEMANDS:

- x Dexterity of hands and fingers to operate a co

