



Position: Executive Assistant	Position Number:
Department/Site: President's or Vice Presidents's Office	FLSA: Non-Exempt- (Classified Confidential)
Reports to: Superintendent/President or Vice President	Salary Range 20

#### BASIC FUNCTION:

Under the direction of the president/superintendent or vice president, provide complex secretarial and administrative support to the head of a major functional District activity; plan, organize, coordinate and participate in clerical operations specific to the administrator's assigned areas of responsibility.

#### DISTINGUISHING CHARACTERISTICS:

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 that involve the establishment of new procedures or that involve solutions that are inconsistent with established procedures and policies.

#### REPRESENTATIVE DUTIES:

- x Organize and manage the day activities of the administrator's office to assure efficient and effective office operations; coordinate communications; perform complex duties to assist the administrator with detail.
- x Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of an assigned area of educational administration.
- x Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions.
- x Type a wide variety of materials such as correspondence, reports, forms, applications, memoranda, letters of recommendation and other documents including webbased and digital materials; review material and make editorial changes as appropriate.
- x Greet visitors and answer telephones; screen calls and visitors to conserve the administrator's time; order and maintain supplies; organize and establish filing and recordkeeping systems; open, sort and route department mail.
- x 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.
- x Provide information and answer questions from students, District personnel and the general public regarding District programs, policies, procedures and regulations.



