



EXECUTIVE ASSISTANT

DEFINITION

Under direction, performs a variety of advanced administrative duties in support of an executive level administrator, including coordinating calendars, schedules, making travel arrangements, and handling sensitive materials; composes and prepares complex correspondence, reports, and other documents using considerable judgment in content and style; provides complex and responsible administrative support to assist with the administration of various programs and activities of the District; provides information to students, staff, faculty, a variety of other public and regulatory agencies, community groups, the business community, and the general public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides advanced and complex administrative support to executive administrator and serves as point of contact for communications from internal and external constituencies such as students, department staff, educational institutions, vendors, government agencies and the general public; receives and responds to questions, concerns and issues; researches records within areas of assigned responsibility provides follow-up information to inquiries.
- Schedules and coordinates meetings and conference calls for the executive administrator with on and off campus constituents; ensures the executive administrator is briefed and prepared for meetings, events, and business trips.
- Plans, implements and coordinates logistics of District events.
- Coordinates the administration of assigned programs and activities.
- Performs a variety of administrative tasks; independently composes a variety of business correspondence on behalf of the executive administrator, proofreads and checks documents prior to submission for signature.
- Prepares agendas and informational packets; maintains the office's website.
- Composes and prepare Board actions in accordance with established formats and timelines; compile and organize appropriate background material.
- Compiles information and data for reports and assists in the preparation of statistical and narrative reports.
- Reconciles transactions, including credit card transactions; assigns proper accounting codes and ensures all receipts are submitted with expense reports; obtains approval and forwards to the Fiscal

Department.

- Assists in monitoring the office's budget by gathering data related to expenditures and projected charges; monitors and tracks budget expenditures; implements purchases for office supplies and other items; processes department requisitions and appropriation transfers.
- Organizes and coordinates the executive administrator's travel arrangements; processes documents consistent with District requirements.
- Designs and implements file, index, tracking, and record keeping systems; maintains confidential files and materials.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of educational institutions.
- Sources of information related to a broad range of educational and administrative programs, services, and administration.
- General office and administrative practices and procedures.
- Methods and techniques of composing business correspondence.
- Methods and techniques of tracking budget expenses.
- District purchasing policies and procedures.
- Web content management methods and standards.
- Public relations principles.
- Business mathematics.
- Research and reporting methods and techniques.
- Principles and practices of data collection and compilation.
- Applicable Federal, State, and local laws, codes, regulations, and policies, relevant to assigned areas of responsibility including the State Education Code.
- Record keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform advanced and complex administrative support work accurately, within established deadlines, and with use of independent judgment.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Effectively resolve questions and concerns from internal and external constituencies.
- Plan, develop and implement multiple projects.
- Interpret, apply, and explain District policies and procedures relevant to assigned area of responsibility.

- Review, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Make accurate mathematical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

Equivalent to completion of the twelfth (12th) grade, supplemented by specialized coursework in business administration, or a closely related field.

Experience:

Four (4) years of increasingly responsible administrative and secretarial support experience.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.