



SENIOR EXECUTIVE ASSISTANT TO SUPERINTENDENT/PRESIDENT

DEFINITION

Under general direction, oversees and manages a variety of complex and responsible administrative support operations for the Superintendent/President and Board of Trustees; manages and promotes District projects and initiatives to internal and external groups; fosters cooperative working relationships among and acts as first point of contact for the Superintendent/President's Office, other District divisions, intergovernmental and regulatory agencies, various public and private groups, and the general public; provides highly responsible and complex assistance to the Superintendent/President; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Superintendent/President. Exercises direct supervision over administrative support staff.

CLASS CHARACTERISTICS

This high level administrative support classification is assigned to the Superintendent/President's Office. Incumbents perform a variety of administrative and office coordination support work for the Superintendent/President, Board of Trustees, and associated staff. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of District activities, and the ability to conduct independent projects, as well as, perform various research and budgetary support functions. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at a District-wide level require a broader understanding of District functions and the capability of relieving the Superintendent/President and Board of Trustees of day-to-day administrative and coordinative duties.

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 administrative support to the Superintendent/President by performing duties of an advanced, complex, sensitive, and confidential nature; represents the Superintendent/President's Office at meetings as assigned; acts as a liaison between the Superintendent/President and other staff and the public.
- Leads, oversees and coordinates the logistical aspects of regular and special governing board meetings; serves as secretary to the Board of Trustees; attends meetings and records all official proceedings; prepares public notifications, agendas, minutes, and other documents; ensures the proper publication, filing, indexing, and safekeeping of all proceedings of the Board of Trustees.
- Coordinates and maintains the Superintendent/President's calendar and schedules meetings and appointments for the Superintendent/President, Board members, and staff; makes travel arrangements as required.
- Prepares agendas, attends management staff, and other board, committee, and commission meetings, takes minutes, and performs other administrative duties.
- Oversees and ensures that the office administrative functions and operations of the Superintendent/

President's Office are effectively carried out; sets priorities and ensures timelines are met; coordinates communications while representing the view of the Superintendent/President; coordinates and assists with special District events hosted by the Superintendent/President.

- Coordinates and participates in the preparation of complex department budgets, including gathering and analyzing data related to expenditures and projected charges; monitors budget expenditures and revenues; initiates department purchases for office supplies and other items as assigned.
- Composes, types, edits, and proofreads a variety of complex documents, including forms, memos, statistical and narrative reports, Board of Trustees agenda items, District Policies and Procedures Committee revisions, promotional/informational materials, website information, and internal and external correspondence for the Superintendent/President's Office.
- Serves as a liaison with District administrative personnel, offices, and employees, public and private organizations, community groups, and other entities; provides information and assistance to staff, faculty, students, and the general public regarding Superintendent/President's Office projects, programs, and services; receives and responds to complaints, questions, and issues relating to assigned areas of responsibility; identifies, negotiates, and/or resolves solutions to complaints and problems when appropriate.
- Performs general office administration work such as screening calls and visitors; maintains accurate records, complex databases, and files; develops storage of records and retention schedules.
- Participates in selecting, training, motivating, and evaluating assigned staff; provides staff training; directs the work activities of assigned clerical personnel; prioritizes and coordinates work assignments; reviews work for accuracy; recommends improvements in workflow, procedures, and use of equipment and forms.
- Develops, implements, and maintains office policies and procedures, reports, manuals, correspondence, and other 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:

- Practices and methods of office management and business administration.
- Organization and function of educational institutions, including the role of the Board of Trustees and appointed boards and commissions.
- Public agency meeting protocols including the Brown Act and parliamentary procedures.
- Project and/or program management, analytical processes, and report preparation techniques.
- District purchasing policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Methods and techniques of preparing a diverse range of business correspondence.
- Methods and techniques of tracking budget expenditures.
- Principles and practices of data collection and report preparation.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of educational and administrative programs, services, and administration.
- Applicable Federal, State, and local laws, codes, regulations and policies relevant to assigned area of responsibility including the State Education Code.

- Public relations principles and practices.
- 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 varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
- Relieve the Superintendent/President of administrative details.
- Maintain confidentiality and discretion in handling and processing confidential information and data related to the Superintendent/President's Office and Board of Trustees.
- Understand the organization and operation of the Superintendent/President's Office, the District, and of outside agencies as necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the Superintendent/President's Office.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Examine, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, policies, procedures, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Organize, maintain, and update office database and records systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal 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 the completion of twelfth (12th) grade, supplemented by college level coursework in public or business administration.

Experience:

Five (5) years of increasingly responsible and varied office management or administrative support experience assisting an executive or senior-level administrator.

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.