

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Superintendent/President, perform a variety of complex and confidential administrative support in relieving the Superintendent/President of administrative details and provide secretarial service to the Board of Trustees; organize and coordinate office activities and communications; train, assign work, supervise and evaluate the performance of assigned clerical support staff.

REPRESENTATIVE DUTIES:

Perform a variety of complex and confidential administrative support in relieving the Superintendent/President of administrative details and provide secretarial service to the Board of Trustees; assure efficient and effective office operations and coordinate communications. *E*

Collect and compile information related to the activities of the Board of Trustees; prepare, assemble, revise and distribute agendas for meetings of the Board of Trustees; coordinate printing and delivery to appropriate department personnel and Board members, compile documentation for a signature by the Board. *E*

Prepare and maintain detailed and inclusive minutes; attend meetings and submit minutes to the Board for approval; compose a variety of correspondence and memoranda for the Board of Trustees; receive and transcribe dictation to create general and confidential material. *E*

Maintain a variety of complex files and records often involving confidential materials; maintain confidentiality of information including information regarding Board, District, personnel, student, collective bargaining or controversial matters. *E*

Train, assign work, supervise and evaluate the performance of assigned clerical support staff, direct the purchase of office supplies and assure the maintenance of an adequate inventory. *E*

Coordinate and process various and special projects and programs for the Superintendent/President; communicate policies and procedures with faculty, administration and staff; evaluate documents for completeness and accuracy. *E*

Compile and maintain a variety of data and other information for the Superintendent/President and District; compose information bulletin for the Board of Trustees; compile information and data for reports and assist in the preparation of statistical and narrative reports; conduct research as required. *E*

Executive Assistant- Continued

Operate a computer terminal, microcomputer and peripheral equipment to enter data, maintain records and generate reports; utilize word processing, spreadsheet and other software as required by the position. *E*

Communicate with District personnel and departments to exchange information, resolve issues, concerns or questions regarding various Board activities, policies and procedures. *E*

Research Board policies and respond to questions regarding Board policies, the Superintendent/President, administration and others.

Serve as a member of the Policies and Procedures Committee; create and revise policies for the Board and the Policies and Procedures Committee; categorize and assign new policy numbers.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Operation, procedures and precedents of the Superintendent/President's office.

Principles and practices of supervision and training.

Policies and objectives of assigned program and activities.

Applicable sections of State Education Code and other applicable laws, including the Privacy Act.

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

Oral and written communication skills.

District organization, policies and objectives.

Operations, procedures, specific rules and equipment including word processing.

Modern office practices, procedures and equipment including work processing.

Interpersonal skills using tact, patience and courtesy.

Effective public relations methods and techniques.

Telephone techniques and etiquette.

ABILITY TO:

Perform a variety of complex and confidential administrative assistance and secretarial support in relieving the Superintendent/President of administrative details and provide secretarial service to the Board of Trustees.

Organize and coordinate office activities and communications.

Assist and relieve the Superintendent/President of a variety of administrative details.

Operate a computer terminal and microcomputer to enter data, maintain records and generate reports.

Operate a variety of office equipment such as typewriter, transcription machine, calculator, copier and facsimile machine.

Executive Assistant- Continued

Type at 70 words net per minute from clear copy.
Train, supervise and evaluate personnel.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Understand and interpret District policies and practices.
Follow through on administrative details.
Organize complex materials.
Summarize discussions and actions taken in report form.
Compose effective correspondence independently.
Secure and maintain the confidence of officials, employees and the general public.
Interpret, apply and explain rules, regulations, policies and procedures.
Work independently with little direction.
Make arrangements for meetings and conferences.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in office administration or related areas and six years of responsible secretarial experience, including at least one year at a level equivalent to the Administrative Assistant.

WORKING CONDITIONS:

Office environment.

Position requires sitting and viewing a computer monitor for extended periods of time, dexterity of hands and fingers to operate a typewriter and computer keyboard,

reaching, bending at the waist, and hearing to communicate and provide information to others.