

Position: Executive Assistant	Position Number:
Department: President	FLSA: Non-Exempt
Reports to: President/Superintendent	Salary Grade: 124

Summary

Under the direction of the President, plan and perform a variety of complex administrative, technical and confidential duties for President and the Board of Trustees; relieve the President of administrative and procedural details including the oversight of the day-to-day operations of the office; coordinate the administrative functions of the Board of Trustees; interpret and communicate District policy and regulations to officials, agencies and the public.

Essential Duties and Responsibilities

- Oversee and coordinate the day-to-day functions of the Office of the President. Plan and perform complex administrative and technical duties to assure timely and efficient office operations.
- Coordinate the President's appointment schedule; screen calls, visitors and mail; make travel arrangements. Exercise independent judgment and confidentiality in communicating and disseminating information regarding District policies and procedures.
- Provide administrative assistance to the Board of Trustees; coordinate and prepare agenda items and supporting materials for meetings of Board of Trustees; attend regular and special meetings; record and document actions; prepare and distribute minutes; maintain official record of Board minutes.
- Act as a liaison to the Board of Trustees; coordinate communications to and from the Board of Trustees with the public, students and college staff.
- Research and compile data to prepare reports and perform special projects as assigned by the President, Board of Trustees and for other District governance and collective bargaining groups.
- Compose correspondence on own initiative on matters not requiring personal responses from the President or Board of Trustees, including matters confidential in nature and which required considerable knowledge and interpretation of policies and procedures.
- Coordinate and monitor the budgets for the President and Board of Trustees; ensure that expenditures are correctly recorded and account balances are sufficient to cover costs; perform transfers; make recommendations on expenditures and allocations.
- Maintain effective communications with other offices, staff, students, faculty, and the public.
- Effectively represents the President to the public.
- Coordinate with the Marketing Department regarding press releases, public appearances and legislative activities.

- Attend and participate in a variety of administrative meetings and committees; prepare and distribute agendas; compile data and prepare reports; take and transcribe notes; prepare minutes for review.
- Coordinate and track the implementation and modification of board policies and administrative procedures and distribute electronically.
- Prepare periodic status reports on board policies and administrative procedures.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ Knowledge and Skills

Functions and clerical operations of an administrative office; district organization, operations, policies and objectives; applicable sections of the State Education Code, California Code of Regulations Title 5, the Brown Act, and other applicable laws and regulations; District policies and procedures; office management techniques and organizational skills; research methods; operation of office machines including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management, and presentations; record-keeping techniques; manuscript and report formatting; oral and written communication skills; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.

▪ Abilities

Perform a variety of administrative and confidential duties to relieve the Board of Trustees and the President/Superintendent of complex administrative details requiring independent judgment and thorough knowledge of District policies and procedures; learn, apply and explain policies, procedures, rules and regulations; organize complex material and summarize discussions and actions taken in report form; compose correspondence independently; maintain a variety of complex and confidential files and records; operate a variety of office equipment including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management and presentations; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; plan and organize work; work confidentially with discretion on sensitive and private information applicable to collective bargaining or union or personnel matters; communicate effectively both orally and in writing to exchange information in person and on the telephone; understand and follow oral and written instructions; and work independently with little direction.

▪ Physical Abilities

Sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate; sufficient visual acuity to recognize words letters and numbers.

▪ Education and Experience

A Bachelor degree and five (5) years varied and increasingly responsible administrative office support. Sensitivity to and understanding of the diverse

academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

- **Licenses and Certificates**

A valid driver's license.