VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT, OFFICE OF THE PERSONNEL COMMISSION (CONFIDENTIAL)

BASIC FUNCTION:

Under general supervision, perform a wide variety of complex confidential administrative and secretarial support duties in support of the Personnel Commission and Human Resources Department requiring considerable independence and discretion to relieve an administrator of a variety of administrative details.

REPRESENTATIVE DUTIES:

Gather and synthesize a variety of statistical and financial data; prepare routine and non-routine administrative reports that require the analysis and interpretation of data; develop, format, and revise technical and statistical charts, graphs, and flowcharts in order to present information.

Plan and organize work activities; recommend improvements to work flow, procedures, and the use of equipment and forms; implement improvements as approved; develop, revise, and maintain standardized and master documents.

Arrange and coordinate Personnel Commission meetings; prepare and distribute agenda packets and correspondence; attend meetings and take, transcribe, and ensure proper distribution of minutes; ensure compliance with the Brown Act as it relates to agenda distribution activities.

Assist in Personnel Commission budget preparation; maintain current budget information; monitor budget expenditures; input and track requisitions.

Create, organize, update, and maintain computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data.

Serve as liaison between the office and the general public, staff, and outside groups and agencies; provide general and specialized information and assistance that requires the use of judgment, tact, and sensitivity as well as the interpretation of policies, rules, and procedures; independently resolve complaints and explain programs, policies, and activities related to Personnel Commission and human resources functions.

Provide complex administrative support to the Director of Employment Services/Personnel Commission and the Director of Human Resources Operations, relieving the administrators of a variety of clerical, technical, and administrative duties.

Manage and maintain the calendar of the Director of Employment Services/Personnel Commission, Director of Human Resources Operations, and other departmental calendars; keep administrators informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner.

Proofread, verify, and review a variety of material and reports for accuracy, completeness, and conformance with established standards, regulations, policies, and procedures; ensure materials are accurate and complete.

Revised September 2013
EXECUTIVE ASSISTANT, OFFICE OF THE PERSONNEL COMMISSION (CONFIDENTIAL)

Compose a variety of documents and forms including reports, correspondence, memoranda, meeting agendas, legal documents, and other specialized materials from rough draft, dictation, modified standard formats, and brief verbal instructions. E

Maintain a variety of files and records; maintain confidentiality of records and information, including information regarding Personnel Commission matters. E

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; receive, open, and distribute correspondence and email; identify and refer matters in order of priority. E

Make travel arrangements for Personnel Commissioners, management, and department staff. E

Monitor and update the district’s website to ensure data and information is up-to-date and easy to comprehend. E

Coordinate district-wide meetings which may include multiple colleges, departments, the public and outside agencies. E

Provide training, work direction, and guidance to others as assigned. E

Perform other duties as assigned.

E = Essential duties

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office procedures, methods, and equipment, including word processing, database, publishing, and spreadsheet software
Principles and procedures of records management
Principles and practices of fiscal, statistical, and administrative research and report preparation
Fundamentals of English grammar, spelling, and composition
District organization, operations, policies, and objectives
Principles and practices of business communication
Principles of business letter writing
Applicable sections of State Education Code and Personnel Commission Rules
Rules and procedures governing the notice and conduct of public meetings
Methods and techniques of proper phone etiquette
Principles and practices of customer service and public relations
Principles and practices of budget preparation and administration
Basic data collection and survey methodology
Principles of basic mathematics

ABILITY TO:

Exercise initiative and independence of judgment and action
Prepare reports by gathering, organizing, interpreting, and synthesizing data from a variety of sources
Analyze situations accurately and adopt effective courses of action
Analyze, evaluate, and interpret information and data
Establish and maintain a variety of files and records
Plan and organize work to meet changing priorities and deadlines
Type, keyboard, and/or enter data at a speed necessary for successful job performance
Take and transcribe dictation at a speed necessary for successful job performance
Interpret and apply applicable federal, state, and local laws, codes, and regulations
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Establish and maintain effective working relationships with those contacted in the course of work
Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
Communicate clearly and concisely, both orally and in writing
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person
Operate office equipment including computers and supporting word processing, spreadsheet, publishing and database applications
Provide training, guidance, and work direction
Independently prepare correspondence and memoranda from brief instructions
Accurately count, record, and balance assigned transactions

EDUCATION AND EXPERIENCE:

A. A bachelor’s degree AND two years of clerical or administrative support experience.

OR

B. An associate degree AND three years of clerical or administrative support experience.

OR

C. Graduation from high school or its equivalent AND four years of clerical or administrative support experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Sitting for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Seeing to read and review documents
Reaching to retrieve and file records