VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT TO THE CHANCELLOR

BASIC FUNCTION:

Under general direction, performs a full range of sensitive, highly responsible, and confidential office administrative, secretarial, and technical support functions of both a general or specialized nature in support of the Chancellor’s Office.

REPRESENTATIVE DUTIES:

Serve as liaison between the Chancellor’s Office and faculty, staff, administrators, students and the general public; provide general and specialized information and assistance that may require the use of judgment, tact, and sensitivity and the interpretation of policies, rules, and procedures as appropriate; explain programs, policies, and activities as appropriate; receive and screen office visitors and telephone callers; coordinate communication and activities with other District departments and personnel, members of the Board, students, educational institutions, vendors other outside organizations and the public.

Relieve the Chancellor of technical as well as general administrative work relative to investigating and answering complaints and providing assistance in resolving operational and administrative problems; refer callers and complaints to most suitable staff as appropriate.

Collect, compile, and analyze information in support of general functions from various sources on a variety of specialized topics; compile, prepare, enter, and maintain data from various sources in a database or network system; participate in the composition and preparation of reports that present and interpret data, and provide recommendations.

Assist the Chancellor in Board administration by completing a variety of administrative support functions which include:

- Coordinating the agenda preparation process for Board meetings and committee meetings within appropriate deadlines.
- Assisting in the development of Board and committee agendas.
- Attending Board and committee meetings and taking minutes using designated software.
- Preparing weekly information packets to be sent to Board members.
- Making travel arrangements for Board members and processing related expense reports.
- Coordinating all aspects of Board meetings which include the arrangements required for facilities, equipment, and services.
- Communicating board agenda concerns to appropriate staff and coordinating responses for meeting preparation.

Attend meetings on behalf of the Chancellor.

Plan and organize work activities; develop and implement improvements in work flow, procedures, and use of equipment and forms; develop and revise office forms and report formats as required.

Compose, format, edit, type, proofread, duplicate and distribute correspondence, notices, lists,

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forms, memoranda, calendars, reports, manuals, presentations, brochures, and other materials using appropriate software. **E**

Maintain current financial and budget information; monitor budget expenditures; prepare, review and issue check requests as required. **E**

Take and transcribe dictation, including confidential material and minutes for the Board of Trustees. **E**

Open, route and sort mail; identify matters that may be resolved independently and refer other matters to the administrator in order of priority. **E**

Establish and maintain complex, interrelated filing systems including confidential files; ensure the integrity, accuracy, and confidentiality of records and information regarding Board, District, personnel, student, and controversial matters. **E**

Provide work direction to administrative support staff in District Administrative Center offices to ensure administrative support for the Chancellor’s office. **E**

Assign, train, and provide work direction and guidance to support staff in the Chancellor’s office as assigned. **E**

Perform related duties as assigned.

**E** = Essential Duties

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Functions of the District including the role of an elected Board
- Objectives, priorities, and goals of the Chancellor
- Rules and procedures governing the notice and conduct of public meetings
- Organization, operation, and services of the District and related outside agencies
- Work organization and office management principles and practices
- Office procedures, methods, and equipment including computers
- Computer applications such as word processing, spreadsheet, database, presentation, and publishing software
- Principles and practices of fiscal, statistical, and administrative research and report preparation
- Sound business communication techniques
- Principles of business letter writing and report preparation
- Processes, procedures, and practices of budget preparation and administration
- Principles, practices, and procedures of effective record and file management
- Methods and techniques of proper phone etiquette
- Mathematical principles
- English usage, spelling, grammar, and punctuation
- Customer service and public relations methods and techniques
- Applicable sections of State Education Code, Government Code, and other applicable State and federal laws
ABILITY TO:

Understand, interpret, and apply general and specific administrative and departmental policies and procedures
Interpret and apply applicable federal and state laws, codes, and regulations
Type/keyboard at 60 net words per minute from clear copy
Take dictation at a speed necessary for successful job performance
Establish and maintain effective working relationships with others
Provide work direction to assigned staff
Comprehend and participate in research; including the compilation, analysis, and interpretation of data
Independently prepare clear and concise correspondence, memoranda, records, and reports
Analyze problems and choose effective and appropriate courses of action
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues
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, presentation, publication, and database applications
Make arrangements for meetings and conferences
Exercise sound independent judgment within areas of responsibility
Plan and organize work to meet deadlines, needs, and rapidly changing priorities of elected officials and the Chancellor
Maintain confidentiality of information

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university. Additional qualifying experience providing administrative support to a manager or executive may be substituted for two years of the required college or university-level education on a year-for-year basis.

Experience: Four years of experience in an executive-level secretarial or administrative support position with responsibility for providing direct support to an executive-level administrator.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities
Dexterity of hands and fingers to operate computers and other office equipment
EXECUTIVE ASSISTANT TO THE CHANCELLOR (continued)

- Reaching to maintain files
- Hearing and speaking to communicate and provide information to others
- Lifting moderately heavy objects