CLASS TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT / CONFIDENTIAL

BASIC FUNCTION:

Under the direction of a College President, provide complex administrative secretarial support; process administrative details not requiring the immediate attention of the President including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks.

REPRESENTATIVE DUTIES:

Provide complex administrative secretarial support to the President, relieving the administrator of a variety of clerical, technical and administrative duties; coordinate between the President and the public, students, staff and other campus officials; assist in resolving issues as appropriate.  

Perform complex and responsible administrative assistance duties requiring specialized knowledge of an assigned area of educational administration.  

Review and proof files, forms, records, documents and contracts for accuracy, completeness and conformance to applicable policies, procedures, rules and regulations.  

Assist the President in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs.  

Maintain current financial and budget information; monitor budget expenditures; post entries in account books, reconcile bank statements and make deposits as assigned, prepare, review and issue check requests as required.  

Prepare items for Cabinet agendas and Board agendas; assure accuracy and completeness of material submitted.  

Collect and compile statistical and financial data and other information for inclusion to special and periodic reports; prepare special reports as necessary; research information and establish appropriate formats.  

Initiate and answer telephone calls; screen and direct calls and visitors to appropriate personnel; schedule and confirm appointments and meetings and maintain administrator's calendar; arrange travel accommodations as necessary.  

Provide information and assistance in person or by telephone regarding assigned program, established practices, policies and procedures to the faculty, staff, administrators, students and the general public.  

Operate a computer to enter and retrieve data, maintain records and generate reports; prepare presentations; update and monitor budget, utilize word processing, database, spreadsheet, and other...
EXECUTIVE ASSISTANT TO THE PRESIDENT (continued)

software required by position. E

Take and transcribe dictation, including confidential material; prepare a variety of correspondence, memoranda, reports and other materials; compose and edit correspondence; record and transcribe minutes from a variety of meetings. E

Open, route and sort mail; identify and refer matters to the President in order of priority; receive visitors, schedule appointments, screen visitors and telephone calls and refer to appropriate staff members. E

Maintain a variety of complex files and records often involving materials of a confidential nature. E

Maintain confidentiality of records and information, including information regarding Board, District, personnel, student or controversial matters. E

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors and other outside organizations and the public. E

Train and provide work direction and guidance to others as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Organization, policies and rules of assigned administrative office
Modern office practices, procedures and equipment
Statistical, financial and narrative record-keeping techniques
Correct English usage, grammar, spelling, punctuation and vocabulary
District organization, operations, policies and objectives
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette
Public relations techniques
Business Office Software, such as Word, Excel, PowerPoint, and/or Access

ABILITY TO:

Process administrative details not requiring the immediate attention of the President including the preparation of reports, coordination of functions, communication of department policy and other administrative tasks
Interpret, apply and explain rules, regulations, policies and procedures
Plan, prioritize and organize work
Type/keyboard at 60 words net per minute from clear copy
Work independently with little direction
Establish and maintain effective working relationships with others
Meet schedules and time lines
Prepare reports by gathering and organizing data from a variety of sources
EXECUTIVE ASSISTANT TO THE PRESIDENT (continued)

Operate a computer to enter and retrieve data, maintain records and generate reports; prepare
presentations; update and monitor budget; utilize word processing, database, spreadsheet, and
other software required by position
Retrieve information from applicable sections of State Education Code and other applicable laws
Work confidentially with discretion
Analyze situations accurately and adopt an effective course of action
Communicate effectively both orally and in writing
Work efficiently with many interruptions
Operate a variety of office equipment such as typewriters, computers, calculators and copiers
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Make arrangements for meetings and conferences
Maintain a variety of files, records and logs
Read, interpret and follow rules, regulations, policies and procedures
Operate a computer and specified software
Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in secretarial science, office
technology or related field, and four years increasingly responsible administrative assistance
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 or standing for extended periods of time
Hearing and speaking to exchange information on the telephone or in person
Reaching above the shoulders and horizontally to retrieve files and supplies
Lifting moderately heavy objects