CLASS TITLE: EXECUTIVE ASSISTANT / CONFIDENTIAL

BASIC FUNCTION:

Under the direction of a Chancellor, Vice Chancellor, or President, provide complex administrative secretarial support; process administrative details not requiring the immediate attention of the executive, 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 administrator, who is responsible for or has direct involvement with collective bargaining matters, relieving the administrator of a variety of clerical, technical and administrative duties; coordinate between the executive and the public, students, staff and other campus officials; assist in resolving issues as appropriate. E

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

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

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

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. E

Provide administrative support to Board subcommittees as required. E

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

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. E

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. E

Established November 2007
EXECUTIVE ASSISTANT/ CONFIDENTIAL (continued)

Input data and perform various functions on the District’s computer system; update budget and various computerized files. E

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

Prepare and submit information for approval items related to the daily business of the administrator. E

Provide general administrative support to the executive leadership at the District, such as liaison with the Vice Chancellor, assisting with meeting preparation, correspondence, etc. E

Open, route and sort mail; identify and refer matters to the administrator 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, collective bargaining, 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.

Operate a variety of office equipment, including a computer, typewriter, FAX machine, and copier. E

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
Applicable sections of State Education Code and other applicable laws
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette
Public relations techniques
EXECUTIVE ASSISTANT/CONFIDENTIAL (continued)

ABILITY TO:

Process administrative details not requiring the immediate attention of the Vice Chancellor, 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
Type at 60 words net per minute from clear copy
Transcribe accurately
Use modern computer software applications
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
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, computer terminals, calculators, copiers and word processors
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
Plan and organize work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in secretarial science and office equipment and four years increasingly responsible administrative assistance experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time
Reaching above the shoulders and horizontally to retrieve files and supplies
Lifting moderately heavy objects