**Position: **Executive Assistant to the Superintendent/President and the Board of Trustees

**Position Number:**

**Department/Site:** President’s Office

**FLSA:** Non-Exempt – (Classified Confidential)

**Reports to:** Superintendent/President

**Salary Range:** 29

**BASIC FUNCTION:**

Under the direction of the superintendent/president, provide a wide variety of confidential administrative support to the superintendent/president and Board of Trustees; manage the day-to-day operations of the office, including lower level staff, and provide information and assistance to faculty, staff, students, and the public.

**REPRESENTATIVE DUTIES:**

- Perform complex and confidential secretarial and administrative duties for the superintendent/president; process administrative details not requiring the immediate attention of the superintendent/president; prepare information needed in administrative decisions and in facilitating implementation of policies and programs.
- Manage and oversee the day-to-day operations of the Office of the Superintendent/President, assign, oversee, and review the work of assigned staff; ensure that work is completed accurately and timely.
- Collect and compile information pertaining to activities of the Superintendent/President’s Office; transmit orders and decisions of the superintendent/president to the various organizational units.
- Prepare agendas for meetings of the Board of Trustees; coordinate with departments; receive and review agenda item materials; ensure material is completed properly; follow-up with staff regarding missing items; notify Board members, media, and general public of meetings.
- Research and prepare selected Board reports for the superintendent/president’s review; maintain an index of major Board actions.
- Attend a variety of meetings including regular and special Board meetings; record, transcribe, prepare and post minutes to college website.
- Maintain the superintendent/president’s appointment calendar; make travel arrangements for the superintendent/president, and other staff as appropriate.
- Maintain and manage web page content for Office of Superintendent/President, Board of Trustees, and other web pages as directed by the superintendent/president.
- Provide secretarial support for the Board of Trustees; make travel and other arrangements for conferences; provide information as requested.
- Assist with the coordination of social events and meetings for superintendent/president, Board of Trustees, or community organizations; including securing facilities and ensuring all logistical details are implemented.
- Communicate with media representatives, governmental agencies, community groups and others to exchange information.
• Work with the superintendent/president in creating and updating board policies and administrative procedures, including maintaining a master list, disseminating board policies and administrative procedures to employee groups, governance councils, and Board of Trustees; post all approved board policies and administrative procedures to the college website.

• Assist in the development of the office budget, gather records and estimate budget projections, maintain and monitor designed budgets to assure accounts are accurate and expenditures are within established limitations.

• Coordinate communications from the superintendent/president to administrative personnel and other offices; assist in maintaining contact and communications with individuals, groups and associations within the college and in the community.

• Compose correspondence independently or in accordance with oral or written instruction requiring thorough knowledge of District policies and procedures.

• Receive, monitor, and respond to public records requests submitted under the California Public Records Act.

• Receive and screen office visitors and answer telephone calls; take messages; provide information and answer questions where judgment, knowledge or interpretation of policies, procedures and laws are necessary; exercise discretion in public contacts.

• Coordinate office work flow to assure the proper and timely completion of work; train and provide work direction to others as assigned.

• Prepare reports by researching, assembling and summarizing information and data; provide data to use in the President’s presentations and reports.

• Type a variety of materials such as reports, correspondence and other documents; proofread and edit materials to assure completeness, accuracy and compliance with District rules and regulations.

• Provide work direction and guidance to classified staff and students.

• Prioritize and manage multiple tasks to meet specific deadlines.

• Prepare and maintain a variety of administrative records and files including materials of a confidential nature; maintain control files concerning matters in progress and expedite completion.

• Maintain confidentiality of privileged and sensitive information related to negotiations and other District actions.

• Utilize all modern office technology efficiently and effectively including software needed to perform the duties of the position.

• Perform related duties as assigned.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: associate’s degree in secretarial science, business or related field and five years of increasingly responsible secretarial experience including two years of experience as an administrative secretary in a public sector organization.

KNOWLEDGE AND ABILITIES:

Knowledge of:

• Administrative office practices, procedures and equipment.
• Research methods and report writing techniques.
• Public relations techniques.
• Oral and written communication skills.
• Interpersonal skills using tact, patience and courtesy.
• Correct English usage, grammar, spelling, punctuation and vocabulary.
• Receptionist and telephone techniques.
• Record-keeping techniques, including alpha and numeric filing systems.
• District vision, mission, value statements, and policies.
• Operation of modern office technology, software, and word processing techniques.
• Principles of training and providing work direction.
• Applicable sections of the state Education Code, Brown Act, and other applicable laws.

Ability to:
• Perform a variety of complex and responsible secretarial and administrative support duties to assist the superintendent/president with administrative details.
• Provide secretarial support to the Board of Trustees.
• Multi-task at the level required in a complex and diverse environment.
• Learn quickly the operations, policies and procedures of the Superintendent/President’s office.
• Communicate effectively both orally and in writing.
• Analyze situations accurately and adopt an effective course of action.
• Work independently with little direction.
• Work effectively with others in a wide variety of situations.
• Read, interpret, apply and explain rules, regulations, policies and procedures.
• Prepare and maintain administrative records and files.
• Perform research, compile data and prepare reports.
• Work confidentially with discretion.
• Plan and organize work.
• Compose correspondence and written materials independently.
• Meet schedules and time lines.
• Train and provide work direction to others.
• Work evenings and weekends on occasion
• Travel, using own transportation with mileage reimbursement, as the job may require.

LICENSES AND CERTIFICATES: Valid driver’s license required.

WORKING CONDITIONS:

ENVIRONMENT:
• Office environment.
• Constant interruptions.

PHYSICAL DEMANDS:
• Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Bending at the waist, kneeling, or reaching to retrieve and file records.