

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Executive Assistant to the Office of the President / Executive Vice Chancellor
Unit: Supervisory and Professional

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Job Code: D1600
Original Date: 01/1991
Last Revision: 02/2016
Staff Type: Classified
FLSA status: Exempt
Salary Level: B

DEFINITION

Under the direction of a College President or an Executive Vice Chancellor, incumbents use significant judgment in decision-making; perform a wide variety of specialized, difficult, and responsible administrative and secretarial functions of the assigned office; relieve the administrator of a wide variety of complex and routine administrative details on issues not requiring the administrator's immediate attention. Support a wide range of complex programs, projects, and operations in which contacts must be tactfully handled. Act as the primary point person for the assigned office for both internal and external contacts. Oversee and coordinate the day-to-day office operations, as well as special events; may supervise and schedule work of subordinate staff.

DISTINGUISHING CHARACTERISTICS

The class of Executive Assistant to the Office of the President / Executive Vice Chancellor reports to a College President or an Executive Vice Chancellor. This class requires a substantial amount of tact, independence, judgment, and initiative. Authority to make commitments and take responsibility for such decisions as well as delegation of the more standard administrative duties characterize this level of administrative support staff. The duties and responsibilities are somewhat similar to that of an Administrative Assistant; encompassing difficult, complex, and confidential secretarial and administrative functions and support of projects and operations of the administrator. The class of Administrative Assistant reports to a District Vice Chancellor.

EXAMPLE OF DUTIES

1. Serve as a confidential secretary; screen incoming calls; greet and direct visitors, employees, and the public. Perform a wide variety of difficult and complex administrative, operational, and secretarial/clerical duties requiring careful consideration, coordination, and direction.
2. Promote and maintain positive staff relations; communicate information in person or by telephone where sound judgment and interpretation of policies and regulations are necessary; maintain good public relations with the community.
3. Serve as a liaison between the assigned office and all levels of academic and classified staff, legislators, representatives from government and community agencies, representatives from private business, industry, the media, and the general public; direct inquiries to the proper person or department for resolution. Independently coordinate communications, events, and activities.
4. Independently provide assistance in interpreting, communicating, and locating District and College policies and procedures, appropriate sections of the California Education Code, bargaining agreements, and other government regulations.
5. Schedule, organize, and manage the day-to-day activities of the assigned office; assure efficient and effective office operations; determine appropriate priorities and refer issues accordingly; maintain administrator's calendar of appointments with students, staff, faculty, administrators, and the general public; develop itinerary and make travel arrangements.
6. Perform various clerical duties; review incoming mail; compose replies for signature as appropriate; assure timely preparation and maintenance of appropriate reports, statistics, and documentation; compose a variety of correspondence, memoranda, reports, and other materials; prepare and edit documents and forms; review and proof documents for accuracy, completeness, and conformance to applicable rules, regulations, and styles.

7. Arrange, schedule, prepare agendas, and assemble agenda materials for a variety of meetings. Record and transcribe minutes and notes.
8. Approve designated administrative purchases; monitor and authorize budgets and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust and contingency, and other special accounts.
9. Collect, compile, assemble, and prepare information, data, and reports for special studies and projects; coordinate and assist in follow through on assignments as necessary.
10. Participate in personnel issues, grievances, and staff and faculty hires as appropriate; prepare or direct the preparation of personnel/payroll documents.
11. Assist in the development of grant proposals and Board agenda items; advise on procedures to be followed; create and/or collect supporting material; verify data for accuracy, completeness, and compliance with established procedures.
12. Operate a computer; use word processing, spreadsheet, data base applications, and presentation suites to prepare a variety of correspondence, memoranda, reports, and other materials.
13. May supervise, train, and evaluate assigned staff; coordinate, schedule, and review office work flow; provide work direction.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of government regulations, relative laws, and California Education Codes.
- Basic accounting and bookkeeping.
- Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
- Computer software including word processing, spreadsheets, databases, and presentation suites of application software.
- District and campus rules, laws, and policies
- District organization, operations, policies and objectives.
- English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Operation, procedures and precedent of office to which assigned.
- Principles and practices of administration and office management.
- Procedures and practices used in budget analysis, preparation and maintenance.
- Record-keeping techniques.
- Technical aspects of areas of assignment.
- Work direction, supervision, and training.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Assemble diverse data and prepare reports.
- Basic accounting/book keeping for maintaining various budget accounts.
- Communicate effectively both orally and in writing.
- Compose difficult correspondence and reports independently.
- Coordinate special events.
- Deal with constant interruptions.
- Effectively relieve the manager of routine administrative details.

Establish and maintain effective working relationships with others.
Independently make decisions and solve problems.
Interpersonal skills using tact, diplomacy, and courtesy.
Interpret and apply complex district and campus rules and policies.
Interpret local, state, and federal regulations.
Maintain composure during stressful and urgent situations.
Make arithmetic calculations.
Meet schedules and time lines.
Operate a computer and business-related software.
Operate a variety of standard office equipment.
Plan and organize work.
Prepare and maintain complex interrelated files and records.
Train and provide work direction to others.
Type 65 words per minute.
Understand and follow oral and written directions.
Work independently and confidentially, with discretion.

Training and Experience:

Any combination of training and experience equivalent to: core course work for an Associate Degree in Secretarial Sciences/Office Services and related technologies and five years of increasingly responsible experience at an administrative secretary level, including at least two years in an educational setting with a minimum of one year lead and/or supervisory experience.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office with many interruptions; often stressful.