

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Board Office Assistant

Unit: Confidential

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Job Code: L1750
Original Date: 11/2002
Last Revision: 06/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of the Board Office Supervisor or the Executive Assistant to the Chancellor, perform a wide variety of difficult, complex, and responsible clerical, secretarial, and technical work; relieve the Executive Assistant to the Chancellor, the Board Office Supervisor, Chancellor, and Board Members of clerical and routine administrative details and assist or act as back-up as recording secretary, including taking minutes of Board meetings during the Board Office Supervisor's absence or as requested. Assist the Executive Assistant to the Chancellor and the Board Office Supervisor as assigned.

EXAMPLE OF DUTIES

1. Perform administrative detail work regarding documents and agreements. Prepare and type a variety of correspondence, agendas, memoranda, reports, and other materials; establish and maintain complex, interrelated filing systems, both hard copy and electronic, and perform confidential duties related to sensitive issues of the Board of Trustees, Chancellor, Trustees' Advisory Council, and Chancellor's Cabinet.
2. Establish and maintain positive staff and public relations. Serve as liaison between the Chancellor's Office and staff, the public, industry, and other District or campus officials. Assist faculty, staff, and students with administrative problems.
3. Arrange and schedule a variety of meetings and conferences. Schedule travel for the Chancellor and Board Members for district-related activities.
4. May attend special and regular Board Meetings; may take or assist the recording secretary and transcribe minutes from a variety of meetings.
5. Maintain and index official records of Chancellor's memos to Board; draft memos for Chancellor and Board members; compose correspondence independently on behalf of Board Members for matters not requiring personal response.
6. Receive visitors, schedule appointments, and maintain calendar; screen visitors and phone calls and refer to appropriate staff members.
7. Collect and compile data and other information, investigate topics, and prepare reports. Review and proof documents, records, and forms for accuracy, completeness, and conformance to applicable rules and regulations.
8. Monitor budget and submit recommendations for the budget development process.
9. Operate computers and business-related software to compose, create, maintain, and manage correspondence, files, and reports.
10. Compose correspondence; report information in person or by telephone where judgment, common knowledge, and interpretation of policies and procedures may be necessary.
11. Receive, open, and distribute mail; identify and refer matters to the appropriate manager or supervisor in order of priority.

- 12. Order and maintain materials and office supplies as assigned.
- 13. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Community groups and other organizations that have frequent Board contact.
- Computer applications, including word processing, spreadsheets, presentation software, and databases.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern filing systems and practices.
- Modern office practices, procedures, and equipment, including letter and report writing, receptionist, and telephone techniques.
- Oral and written communications skills.
- Record-keeping techniques.
- Robert's Rules of Order.
- Rules, regulations, laws, and policies governing the San Diego Community College District and the meetings of the Board of Trustees.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compose correspondence and other documents independently.
- Deal with problematic people and situations.
- Establish and maintain effective working relationships with others.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Interpret and apply Board and District and procedures.
- Maintain records and prepare reports.
- Make simple arithmetic calculations.
- Meet schedules and timelines.
- Operate a variety of standard office machines and equipment, including computer hardware and software.
- Perform responsible and complex secretarial and clerical work with speed and accuracy.
- Plan and organize work.
- Type/keyboard at 65 words per minute.
- Work cooperatively with people from diverse cultural backgrounds.
- Work independently with little direction.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school and four years of increasingly responsible executive secretarial experience, including at least one year in an educational setting.

WORKING CONDITIONS

Physical Requirements:

- Category III, usually minimum.

Environment:

- Favorable, usually involves an office.