

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: 03/2017

Staff Type: Classified

FLSA status: Non-exempt

Salary Range: 23

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, Chancellor, and Board Members of clerical and routine administrative details and assist or act as back-up as recording secretary and for the Chancellor's Office, including taking of minutes of Chancellor's Cabinet and Board meetings and other responsibilities of the Chancellor's Office during the secretary'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; direct letters to the Board that do not go on the Board Docket to appropriate Presidents and/or managers for draft response for the Board's President's signature. Prepare and type a variety of correspondence, agendas, memoranda, reports, and other materials; establish and maintain complex, interrelated filing systems, and perform confidential duties related to sensitive issues of the Board of Trustees, Chancellor, Trustees' Advisory Council, and Chancellor's Cabinet.
2. May Attend special and regular Board Meetings; may take or assist the recording secretary and transcribe minutes from a variety of meetings; prepare Report on Communications section of the Board Docket, summarizing content of letters to the Board and recommended action of the Board.
3. 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.
4. Prepare for Board Meetings; arrange for meeting room and refreshments; arrange and schedule a variety of meetings and conferences; organize and plan semi-annual districtwide Trustees' Advisory Council meetings with the Board. Schedule travel for the Chancellor and Board Members for District related activities and oversee travel arrangements for Board members.
5. 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.
6. Maintain Board and other budgets as assigned; advise members of status as requested. Monitor budget and submit recommendations for the budget development process.
7. Act as or coordinate back-up for Chancellor's Office, including taking and preparation of the official minutes of District Governance Council and Chancellor's Cabinet and other general responsibilities of Chancellor's during the secretary's absence or as requested. Assist the Executive Assistant to the Chancellor and the Board Office Supervisor as assigned.
8. Maintain official records of minutes; prepare official excerpts of Board Actions; coordinate preparation of tapes of discussions as requested.

9. Draft Board assignments for review; notify appropriate manager of Board assignment; monitor status of Board assignments.
10. Operate computers and business-related software to compose, create, maintain, and manage correspondence, files, and reports.
11. Order and maintain materials and office supplies as assigned.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Community groups and other organizations that have frequent Board contact.
- Computer applications, including word processing, spreadsheets, 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 reports.
- Deal with problematic people and situations.
- Establish and maintain effective working relationships with others.
- Formulate judgment based upon knowledge of and interpretation of Board policies and regulations.
- Interpret and apply Board and District rules, laws, and policies.
- 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.
- Record and transcribe dictation accurately at a rate of 90 words per minute.
- Take dictation and transcribe accurately.
- Type/keyboard at 65 words per minute.
- Work confidentially with discretion.
- 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.