

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Executive Assistant

Unit: Supervisory and Professional

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Job Code: D1720
Original Date: 01/1991
Last Revision: 08/2023
Staff Type: Classified
FLSA status: Exempt
Salary Level: B

DEFINITION

Under the direction of the assigned Executive Officer, the Executive Assistant performs a wide variety of difficult and complex administrative and clerical tasks, provide direction to staff and management on issues not requiring the immediate attention of the executive manager; and resolve routine issues and administrative duties. The Executive Assistant works independently in managing and coordinating office functions in the assigned division to ensure accurate and timely completion of tasks. The incumbent supervises the work of assigned staff within the division and ensures efficient and effective office operations. The Executive Assistant prepares agenda items for open and closed session for meetings of the Board of Trustees.

DISTINGUISHING CHARACTERISTICS

The class of Executive Assistant is distinguished from the Executive Assistant – Confidential in that the position reports to an Executive Officer not directly involved in collective bargaining and the Executive Assistant does not participate in the development, presentation, and/or recording and maintenance of collective bargaining proposals. This class requires a substantial amount of confidentiality, discretion, tact, independence, judgment, and initiative. This position exercises authority to make commitments and take responsibility for such decisions as well as delegating standard administrative duties while accountability for office operations and outcomes.

EXAMPLE OF DUTIES

1. Schedule, organize, oversee, coordinate, and manage the day-to-day activities and operations of the assigned division. Perform a wide variety of difficult and complex administrative, clerical, and operational duties requiring careful coordination and direction.
2. Act as the primary point person for the division for internal and external stakeholders and serve as a liaison between the executive manager and all levels of academic and classified staff, legislators, and representatives from government and community agencies, private business, industry, the media, and the general public; promote and maintain positive staff relations and good public relations with the community.
3. Communicate information in multiple modalities using sound judgement and interpretation of policies and regulations as necessary. Direct inquiries to the proper person or department for resolution of issues.
4. Prepare items pertaining to open and closed sessions for meetings of the Board of Trustees, including the Agenda and all supporting documents for distribution to Board members and subsequent Report of Action in Closed Session, if applicable. Review and assess for content, accuracy, and legal compliance agenda items submitted by a variety of departments and offices.
5. Compose correspondence independently; prepare and edit documents and forms; collect and compile statistical and financial data and other information for inclusion into special and periodic reports; review and proof documents, records, and form for accuracy, completeness, and conformance to applicable rules and regulations.
6. Prepare agendas and assemble materials for a variety of meetings; record and transcribe minutes and follow up on agenda items, as necessary.

7. Assist the executive manager in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs. Assist in the development of grant proposals and Board docket items; advise on procedures to be followed; create and/or collect supporting material.
8. Prepare and process documents for the hiring and onboarding of regular and substitute employees; prepare or direct preparation of personnel/payroll documents; coordinate and schedule facilities usage; monitor other department matters on behalf of the executive manager; arrange travel and reservations for staff members for meetings and conferences as necessary; develop itinerary and make travel arrangements.
9. Prepare and submit division budget for approval by the executive manager; recommend budget revisions and expenditures; monitor budget and expenditures; review periodic budget reports to compare actuals against forecasts; provide explanations of variances and make budgetary transfers as necessary. Approve designated administrative purchases and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust, and contingency accounts.
10. Supervise, train, and provide work direction and guidance to assigned staff; coordinate office assignments and work activities; screen, interview, and make employment recommendations; evaluate and document performance of classified staff; recommend disciplinary action as appropriate.
11. Independently provide information and assistance to others in locating, communicating, and interpreting District and division policies and procedures; exercise consistent policy interpretation related to the Education Code, bargaining agreements, government regulations, and other laws.
12. Establish and maintain complex, interrelated filing systems; maintain payroll and personnel records for certificated and/or classified staff; maintain special confidential correspondence, personnel, and administrative files. Assure timely preparation and maintenance of appropriate records, reports, statistics, and documentation. Act as 'Keeper of the Keys' for the division.
13. Screen telephone calls; greet and direct visitors, employees, and the public; refer matters to the executive manager or appropriate staff members as necessary.
14. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code.
- Basic principles of accounting and bookkeeping.
- Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, and objectives.
- Effective oral and written communication skills with diverse audiences.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Principles and practices of administration, supervision, and training.
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- Principles and practices of office management and records maintenance.
- Procedures and practices used in budget analysis, preparation, and maintenance.
- Record-keeping techniques.
- Rules, regulations, laws, and policies governing the preparation of agenda items for meetings of the

Board of Trustees.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Assemble diverse data and prepare reports.
Communicate effectively, orally and in writing with diverse audiences.
Compose difficult correspondence independently.
Coordinate special events.
Demonstrate interpersonal skills using tact, diplomacy, and courtesy.
Effectively relieve the executive manager of routine administrative details.
Establish and maintain effective working relationships with diverse stakeholders.
Exercise judgment and discretion in handling confidential and sensitive matters.
Interpret, explain, and apply complex District laws, rules, policies, and procedures related to the work of the division.
Maintain complex interrelated files and records.
Maintain composure during stressful and urgent situations.
Make simple arithmetic calculations.
Manage competing priorities and interruptions effectively.
Meet schedules and time lines.
Operate computers and business-related software, including word processing, spreadsheets, and databases.
Operate a variety of standard office machines and equipment.
Perform difficult and complex administrative and clerical work.
Plan and organize work.
Prepare and maintain budget documents.
Supervise, train, and provide work direction to others.
Type/keyboard at 65 words per minute.
Understand and follow oral and written directions.
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 five years of increasingly responsible administrative and clerical experience including at least two years in a public agency with a minimum of one year of lead/or supervisory experience. One year of experience directly related to operations of the division is preferred.

WORKING CONDITIONS

Physical Requirements:

Category III, usually minimum.

Environment:

Favorable, usually involves an office.