

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

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Job Code: D1376  
Original Date: 04/1991  
Last Revision: 03/2017  
Staff Type: Classified  
FLSA status: Exempt  
Salary Range: 13

Title: Executive Assistant to the Chancellor

Unit: Supervisory and Professional

### DEFINITION

Serve as confidential executive assistant to the Chancellor and members of the Board of Trustees and manage their offices, assuring that work is performed in a timely and accurate manner; supervise, evaluate, and oversee the performance of those office's staff; represent the Chancellor's Office as assigned and as appropriate. Serve as trouble-shooter and advisor to the Chancellor and Cabinet.

### EXAMPLE OF DUTIES

1. Serve as confidential executive assistant to the Chancellor, relieving the Chancellor of a wide and complex variety of administrative details; review, research, analyze, and evaluate issues, data, recommendations, and alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions, advice, or information as appropriate.
2. Manage and coordinate the daily operations of the offices of the Chancellor and the Board; prioritize, assign, schedule, coordinate, oversee, and evaluate the flow of work and assure that work is performed in a timely and accurate manner; form and convey independent decisions within scope of authority.
3. Serve as the primary contact in the Chancellor's Office and the liaison between the Chancellor and individuals, such as Board members, College Presidents, Vice Chancellors, management staff, certificated and classified staff, students, legislators, media, representatives of community agencies, dignitaries, and the general public; relay messages, answer questions, clarify the Chancellor's position on various matters, respond to requests, resolve problems, refer callers to others, and explain District policies and procedures.
4. Discuss, prioritize, and review calendar and events daily with the Chancellor to assure timely and appropriate coordination of activities and status of assigned projects; prepare preliminary responses to correspondence for Chancellor's approval.
5. Assure that official Board of Trustee meeting agendas, minutes, and records are prepared, distributed, and maintained within District timelines and legal guidelines; attend Board of Trustees meetings and take notes at closed session meetings; assure that the Chancellor, administrators, and other District personnel receive timely notification of Board requests for information or action; assure that Board members receive information and notification of action taken as requested.
6. Train, supervise, and evaluate subordinate technical and clerical staff; schedule and assign work and ensure adequate coverage and timely work flow; screen, interview, evaluate, and recommend the hiring of classified personnel; evaluate and document performance of classified staff; recommend disciplinary action as appropriate
7. Monitor and approve expenditure of funds and oversee office budget activities; recommend budget revisions and expenditures related to office personnel, capital outlay, and office supplies; supervise and control the preparation of purchase requisitions for the Chancellor and Board offices.
8. Assist the Chancellor with involvement and leadership roles in external organizations at the local, State, national, and international levels; gather information, conduct research, compile data, and assist in preparing required reports, presentations, and testimonies for the Chancellor's review and approval.

9. Communicate and relate effectively with higher education officials, legislative representatives, their staffs and offices; track the progress of relevant legislation and coordinate District input in the development of language for proposed legislation or testimony for legislative hearings; take a variety of actions ranging from collecting or providing information to making and conveying decisions in the Chancellor's absence when appropriate.
10. Communicate and relate effectively with a wide variety of international contacts, including educational officials; serve as District liaison and protocol officer regarding appropriateness of activities involved in the sending and receiving of contingents to and from various countries; arrange travel and accommodations for international guests and District officials.
11. Attend meetings, conferences, workshops, and events on behalf of the Chancellor and/or the District. Serve on internal and external committees and assist organizations with issues related to education, District Advancement, District policies and procedures, and regulations affecting the District.
12. Prepare and maintain reports, records, and correspondence.
13. Perform related duties as assigned.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge:

- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, practices, terminology, programs, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Oral and written communications skills.
- Principles and practices of administration, supervision, and training.
- Principles and practices of office management and records maintenance.
- Principles and procedures of project planning.
- Rules, regulations, laws, and guidelines governing a Community College District.
- Technical aspects of field of specialty.

#### Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Compile data for statistical and narrative reports.
- Compose complex correspondence and prepare reports independently.
- Coordinate and organize the timely work flow of others while maintaining effective and harmonious relationships.
- Establish and maintain effective and cooperative working relationships with others.
- Interpret, explain, and apply District rules, laws, and policies.
- Maintain inter-related and intra-related records and files.
- Meet schedules and time lines.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan, schedule, organize, and supervise the work of others.
- Take dictation at an acceptable rate of speed and transcribe accurately.
- Train, assign, schedule, supervise, and evaluate assigned staff.
- 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: Bachelor's degree in business or related field and five years increasingly responsible experience in providing administrative support to a high-level public administrator, including one year of lead and/or supervisory experience.

**WORKING CONDITIONS**

Physical Requirements:

Category III, usually favorable.

Environment:

Favorable, usually involves an office. Some travel between District locations.