

POSITION DESCRIPTION

Executive Assistant – Superintendent/President - Confidential

Position Executive Assistant - Confidential
Department/Site Superintendent/President
FLSA Exempt
Evaluated by Superintendent/President
Salary Range 10

Summary

Independently manages and coordinates a variety of complex, responsible, and confidential functions on behalf of the Superintendent/President and the Board of Trustees. The Executive Assistant serves as a confidential assistant to the Superintendent/President and the Board of Trustees and, as such, must maintain a high level of professionalism and confidentiality of private and sensitive information including information related to the District's employer-employee relations. The Executive Assistant handles multiple tasks simultaneously in a high volume workload and fast-paced environment. This is a confidential position.

Essential Duties and Responsibilities

- Performs administrative operations of the District overseeing clerical operations of the Superintendent/President's office.
- Coordinates, prepares agendas, attends and prepares minutes for Board of Trustees meetings.
- Maintains Superintendent/President's calendar.
- Coordinates, attends and prepares meeting notes for Superintendent/President's weekly meetings.
- Works with District's legal counsel on sensitive and confidential matters (i.e., litigation, grievances, disciplinary action, negotiations, etc.).
- Receives complaints from students, staff, and the community via correspondence, telephone calls, email, and in person. Uses independent judgment to refer to appropriate staff.
- Prepares weekly updates to the Board of Trustees. Receives and distributes Trustees' mail. Makes travel arrangements and processes reimbursement for Board of Trustees and Superintendent/President. Provides assistance to the Board of Trustees.
- Liaison to the Los Angeles County Office of Education, Los Angeles County Registrar-Recorder/County Clerk's Office, and applicable organizations (elections, reappointment, rosters, etc.).
- Coordinates arrangements for special meetings called by the Board of Trustees or the Superintendent/President.
- Assists the Superintendent/President with special projects (i.e., presenting/leading workshops/conferences, professional organization presentations, accreditation, etc.).
- Maintains positive working relationships with other departments on campus.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Resolves conflict.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

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Knowledge, Skills and Abilities

- Requires knowledge of the Brown Act and Roberts Rules of Order, and parliamentary procedures.
- Requires knowledge of policies and procedures governing the District.
- Requires the ability to type accurately at a rate of 65 words per minute.
- Requires the ability to perform notary services for the District and the community.
- Requires skill in use and storage of digital recording equipment and recordings.
- Requires knowledge of budget management techniques, travel, rules, regulations, laws, and policies and procedures governing the District.
- Requires the knowledge and skill to function in a confidential professional environment.
- Requires the ability to perform consistently under the pressure of deadlines and other administrative demands.
- Requires the ability to perform technical, complex, and responsible administrative support tasks and assist with administrative duties.
- Requires the ability to interpret, apply and explain rules, regulations, policies and procedures.
- Requires the ability to use independent judgment and organizational skills to simultaneously manage and prioritize multiple tasks, and meet schedules and deadlines.
- Requires the ability to maintain a variety of record- types and prepare reports as requested.
- Requires a high degree of professionalism and confidentiality.
- Requires the ability to use independent judgment and human relations skills to analyze situations accurately and adopt an effective course of action.
- Requires the ability to complete work with many interruptions and pressures.
- Requires the ability to operate a variety of office equipment such as, but not limited to, voice recorder, computer, calculator, FAX and copier, particularly exhibiting strong skill in computer application programs.
- Requires the ability to make arrangements for meetings, workshops, and conferences, including travel.
- Requires the ability to train and provide work direction to others.
- Requires in-depth knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing.
- Requires a working knowledge of personal computer based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, special applications used by the organization unit, and data entry onto custom databases.
- Requires skill at facilitating group problem solving processes.
- Requires sufficient math skills to perform financial and statistical recordkeeping, including double-entry bookkeeping.
- Requires the advanced skills to independently compose and edit a variety of correspondence and documents.
- Requires sufficient knowledge of proper English usage, grammar, spelling, and punctuation to prepare professional correspondence.
- Requires sufficient human relations skill to work productively and cooperatively with diverse teams, exercise patience when dealing with internal and external customers, and convey technical concepts.
- Requires the ability to independently perform all of the duties of the position.
- Requires the ability to understand and follow oral and written directions.
- Requires the ability to type a minimum of 60 net words per minute.

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- Requires the ability to accurately take and transcribe notes and/or meeting minutes/recollections. Must be able to learn, interpret, explain and apply knowledge of District and department organization, operations, programs, functions, special terminology used in the organization unit, and labor agreements to relieve an administrator or program director of a variety of administrative details.
- Requires the ability to prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases.
- Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines.
- Requires the ability to communicate with faculty, students, staff, and the public using patience and courtesy, and in a manner that reflects positively on the administrator's office and the District.
- Requires the ability to work effectively in a shared governance environment and work cooperatively with others.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of an associate degree (or the completion of sixty (60) semester college units), and five years of increasingly responsible secretarial/administrative assistant experience at a community college or university (public or private).

Licenses and Certificates

- Requires a valid notary license.