



## POSITION DESCRIPTION

Executive Assistant – Superintendent/President - Confidential

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

### **Summary**

Independently performs, manages, and coordinates a wide 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 with a high-volume workload in a fast-paced environment. This is a confidential position.

### **Essential Duties and Responsibilities**

- Performs complex administrative functions and oversees the operational workflow of the Superintendent/President's office.
- Coordinates, prepares agendas, attends, and records official minutes of Board of Trustees meetings in accordance with the Brown Act, Robert's Rules of Order, and applicable governance procedures.
- 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.).
- Responds to inquiries and complaints from students, staff, and the community via correspondence, telephone calls, email, and in person, exercising independent judgment and discretion 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 shared governance.
- Fosters and supports an inclusive and welcoming work and educational environment. Resolves conflict through active listening, communication, and use of conflict resolution strategies.
- Ensures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the Districts mission and philosophy.

**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 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-keeping techniques and prepare reports as requested.
- 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 be proficient in a variety of computer applications, including word processing, spreadsheets, databases, and presentation software, and office equipment.
- 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 digital filing systems, and professional communication techniques.
- Requires a working knowledge of computer applications that support this level of work, including but not limited to word processing, spreadsheets, presentation graphics, special applications used by the office, and data entry into custom databases.
- Requires skill at facilitating group problem solving processes.
- 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 directions.
- Requires the ability to type a minimum of 60 net words per minute.
- 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.
- Requires ability to foster a culture of 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 administrative support experience at a community college or university (public or private).
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural backgrounds of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.