CLASSIFICATION
Executive Assistant to the Superintendent/President

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Unrepresented – Confidential

GENERAL PURPOSE
Under direction, serves as primary assistant to the Superintendent /President and performs a wide variety of complex, sensitive and confidential administrative support functions; makes decisions and handles issues using discretion and applying knowledge of relevant law and District policies, regulations and procedures; organizes work and trains and oversees office operations and assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Executive Assistant to Superintendent/President is responsible for planning, coordinating and overseeing administrative functions and activities of the Office of the Superintendent/President to ensure a smoothly operating office in a highly sensitive and changing environment involving District top executives. The incumbent performs complex, diverse and confidential duties in support of the Superintendent/President in interactions with community organizations, interest groups, students, governmental officials, administrators, employee organizations and the public.

Executive Assistant to Superintendent/President is distinguished from Board Secretary in that an incumbent in the latter class serves as administrative secretary to the Board in the preparation of Board and Executive Committee meeting agenda and minutes and provides other significant administrative and secretarial support related to Board activities to the Superintendent/President and to the Board of Trustees. This support involves dealing with sensitive, confidential and complex issues of District-wide impact and regular interaction with Board members and top executives and requires a thorough knowledge of District and Board policies and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Provides secretarial and administrative support to the Superintendent/President; types and/or drafts memoranda, correspondence, documents and reports often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; maintains and updates District policies and administrative regulations, including maintenance of collective bargaining information.

2. Receives and screens visitors and telephone calls, providing information and handling issues that often require sensitivity and use of sound, independent judgment; responds to requests for
information, refers matters to appropriate District staff and/or takes or recommends action to resolve the request; provides information regarding District policies and procedures and administrative regulations.

3. Reviews, determines the priority and routes incoming correspondence, reports, requests and instructions; handles or refers matters as directed; acts as liaison in coordinating matters between the Superintendent/President, Board members and other department heads and managers; answers e-mail questions received for the Superintendent/President.

4. Sets up and maintains Superintendent/President’s calendar; coordinates, arranges and confirms meetings; screens requests for appointments; makes and confirms travel arrangements; submits conference registration; arranges hotel and flight reservations; develops and completes itineraries, travel forms and other related documentation.

5. Prepares agendas and minutes for the President's Leadership Council and Academic Council meetings; plans, organizes and makes arrangements for special events and meetings; secures event locations and arranges setup.

6. Monitors and reconciles the Office budget, in consultation with the President regarding effective use of departmental funds; prepares requisitions, purchase orders, check requests, budget spreadsheets and other accounting-related documents and processes invoices for payment; reviews and approves payroll records for executives and other designated personnel.

7. Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for Superintendent/President; designs, creates, organizes and maintains specialized and other office files or filing systems; establishes and maintains confidential, subject and tickler files.

8. Provides lead work direction, scheduling, guidance and training to other secretarial and clerical staff; coordinates and oversees office workflow.

9. Acts for the Board Secretary in that individual’s absence.

OTHER DUTIES

1. Represents the District, Superintendent/President at District, organization or community meetings and functions.

QUALIFICATIONS

Knowledge of:

1. Office administrative and management practices and procedures.

2. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

3. District organization, rules, policies, administrative regulations, procedures and provisions of the Education Code applicable to areas of assigned responsibility.
4. Basic principles and practices of public administration, including purchasing and maintenance of public records.

5. Advanced uses of word processing, spreadsheet, database and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.

6. Research techniques, methods and procedures.

**Ability to:**

1. Plan, organize and carry out the daily activities and administrative functions of the Superintendent/President’s Office in a sensitive and highly visible political and organizational environment requiring management of multiple and changing priorities.

2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.

3. Interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules and policies.

4. Type accurately at a net speed of 70 wpm.

5. Operate a computer and word processing software and other standard office equipment.

6. Manage multiple and rapidly changing priorities.

7. Organize, research and maintain complex and confidential office files.

8. Compose correspondence, prepare documents and make arrangements from brief instructions.

9. Communicate clearly and effectively, both orally and in writing.

10. Prepare clear, accurate and concise records and reports.

11. Maintain highly sensitive and confidential information.

12. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.

13. Establish and maintain highly effective working relationships with District executives, elected officials, staff, faculty, community leaders, students and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; an Associate’s degree; and at least seven years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. College-level coursework in public administration, business management and/or communications is highly desirable.
Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve difficult administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District executives, elected officials, staff, faculty, community leaders, students and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.