CLASS SPECIFICATION
Executive Assistant

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

GENERAL PURPOSE
Under direction, performs a variety of complex, responsible, highly sensitive and confidential office administrative and secretarial support functions for a Vice President, Executive Vice President or Associate Vice President, PCC; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Executive Assistant is responsible for providing a wide array of complex, diverse and confidential secretarial, administrative and support services to a Vice President, Executive Vice President or Associate Vice President, PCC, often in a highly sensitive and rapidly changing environment. The incumbent operates in an environment characterized by involvement in broad District-wide issues and interaction with top executives and officials on complex and sensitive matters.

Executive Assistant is distinguished from Executive Assistant to the Superintendent/President in that an incumbent in the latter class performs a variety of complex, sensitive and confidential support services for the Superintendent/President, requiring a high degree of independent judgment and a thorough knowledge of District functions, policies and procedures.

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 a Vice President, Executive Vice President or Associate Vice President, PCC; using word processing software, drafts and/or types materials, memoranda, correspondence, reports, agreements, presentations, forms and other documents often of a highly sensitive, confidential or complex nature; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, reports and documents for signature are accurate and complete; receives, documents and processes a variety of requests; prepares agenda items and agenda reports for Board and committee meetings.

2. Receives and screens visitors and telephone calls, providing information and handling complex issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from Board and committee members, students, faculty, staff and the public; refers certain issues to appropriate staff or takes or recommends action to resolve
the issue; reviews, determines the priority of, annotates and routes assigned incoming correspondence and e-mails; initiates outgoing correspondence and e-mails, as necessary.

3. Sets up and maintains Executive’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.

4. Acts as liaison in coordinating matters between Executive’s office and other executives, deans, students, faculty and department heads and managers; follows up to ensure that needed action is taken; researches, analyzes and interprets policies within areas of responsibility for District Executive and staff and other internal and external parties.

5. Researches and assembles information from a variety of sources for the preparation of records, correspondence and reports for Executive; designs, creates, organizes and maintains specialized and other office files or filing systems; establishes and maintains confidential, subject and tickler files; oversees maintenance and purging of records in compliance with District policies and procedures.

6. Provides lead work direction, scheduling, guidance and training to other secretarial and clerical staff; coordinates and oversees office workflow; provides backup support for other support staff in the Superintendent/President’s office.

7. Reviews, verifies and enters Executive and/or other designated staff payroll, attendance and absence information; maintains related records; completes and distributes paperwork to Human Resources; maintains confidential personnel files.

8. Researches and compiles data, completes reports and provides other support and assistance in preparation of the Office’s annual budget, budget review and year-end closing; accesses, monitors and reviews assigned expenses and budget balances and keeps Executive apprised; prepares expense and appropriation transfers; coordinates and monitors purchasing and inventory of Office supplies, furnishings and equipment.

9. Plans, organizes and makes arrangements for special events and meetings; secures event locations and arranges setup.

OTHER DUTIES

1. Attends a variety of meetings, training sessions, conferences and seminars.

2. Serves on District committees, as assigned.

3. May oversee and manage permitting process for campus facilities’ usage.

4. May prepare notary service for District.

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, procedures and operating practices related to areas of responsibility.

4. Terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility.

5. Basic functions of public agencies, including the role of an elected Board and appointed committees.

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

7. Basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

**Ability to:**

1. Operate a computer, word processing and spreadsheet software and other standard office equipment.

2. Manage multiple and rapidly changing priorities to meet the needs and expectations of executives.

3. Type accurately at a net speed of 60 wpm.

4. Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

5. Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

6. Organize, research and maintain complete and extensive office files.

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

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

9. Understand and follow written and oral instructions.

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

11. Maintain highly sensitive and confidential information.

12. Use a high degree of tact, diplomacy and discretion in dealing with sensitive and confidential situations and concerned citizens.

13. Establish and maintain highly effective working relationships with District executives and managers, committee members, staff, students, the public 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 graduation from high school or G.E.D. equivalent; and six 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 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 job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 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 job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with District executives and managers, committee members, staff, students, the public 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.

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