

Executive Assistant

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Professional	Confidential	61	04/26/01	Classified	1 of 2

DEFINITION: Under general direction of a Vice Chancellor, using significant skills for this series, provide responsible confidential professional administrative and technical support to assigned Vice Chancellor. Relieves the Vice Chancellor of routine administrative details and assumes responsibility for special projects as assigned. May exercise direct supervision over assigned lower level clerical support personnel and perform other related duties as assigned.

DISTINGUISHING CHARACTERISTICS: The Executive Assistant differs from lower classifications of administrative support in that the duties and responsibilities are more varied, technical, professional and confidential in nature, and involve a higher degree of initiative and independence and more knowledge of the policies and procedures of district-wide functions and operations. Incumbents assist their supervisors in coordinating the operating procedures, communications and administrative support functions of the assigned office. The class differs from the Senior Executive Assistant in that duties and responsibilities of the senior position involve complex administrative support for a college president, while the higher classification of Executive Coordinator has responsibilities that involve complex administrative support for the Chancellor and his/her district-wide functions.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following: Provide highly complex workflow and office coordination of assigned Vice Chancellor's program and functional area; coordinate highly complex logistical support for assigned executive's reporting functions such as setting up meetings, reserving rooms, delivery of materials, etc.; coordinate the development and distribution of functional area's work products, brochures and other written material; maintain and update web pages for assigned executive's functional areas; provide highly professional and confidential technical and complex administrative support to assigned Vice Chancellor and his/her functional areas, programs and various committees, prepare agendas, maintain records, prepare minutes, schedule facilities, maintain calendars, prepare contracts, review incoming mail and prepare responses for signature, etc.; answer highly complex questions and disseminate information on assigned functional area's programs to the public, colleges, other agencies, etc.; assist in the implementation of assigned functional area's goals, objectives, strategies and work plans; establish schedules and methods for monitoring administrative activities; implement assigned functional area and District policies and procedures; assist in the evaluation of operations and activities of assigned responsibilities including recommending improvements and modifications; prepare various highly complex and confidential reports on operations and activities; participate in budget preparation and administration including preparing cost estimates for budget recommendations; monitor and control expenditures; prepare purchase requisitions, order supplies and materials, and oversee and/or maintain files and records; ensure that records pertaining to assigned functional area are properly maintained; prepare and/or coordinate reports, presentations, statistical reports, and other complex documents; proofread for accuracy, correct form, content and proper English usage; attend meetings and represent assigned Vice Chancellor when required; may maintain databases for assigned Vice Chancellor's programs and responsibilities; investigate complex complaints and recommend corrective actions as necessary to resolve complaints; may travel to other sites and meetings; build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service; performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Methods, techniques and procedures used in the planning, development and delivery of an administrative program; principles and practices for implementing and directing complex administrative activities, program budget development and monitoring; pertinent District, functional area, program, local, state and federal laws, rules, regulations, policies and procedures; complex business level English usage, spelling, grammar and punctuation; modern office practices and procedures and equipment such as computers and printers; typical



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modern office computer software programs such as word processing, spreadsheets, presentation programs and databases; report and presentation writing; principles and practices of record keeping, assigning and reviewing the work of others, administrative organization and management; business mathematics and simple statistics.

Ability To: Independently perform assigned complex confidential administrative duties with speed and accuracy, communicate effectively both orally and in writing in an office environment; organize, implement and direct complex administrative activities; learn and understand all aspects of the assigned functional areas and programs; learn, accurately interpret and explain pertinent complex District, program, local, state and federal laws, rules, regulations, policies and procedures; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem-solve complex operational and technical issues; assist in the development and monitoring of an assigned department or program budget; develop and recommend policies and complex procedures related to assigned operations; develop and recommend goals and objectives in support of assigned Vice Chancellor’s functional area’s mission; effectively operate modern office equipment including computers and related software; use a personal computer at the rate of not less than 50 words per minute to generate documents from a clear copy; compile complex and confidential information, maintain complex and functional area-wide records, and prepare a variety of complex reports; analyze complex situations quickly and objectively and determine proper course of action; plan, organize and schedule complex priorities in the assigned functional area; establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of a BA/BS degree from an accredited college with major course work in business, organizational development, public administration, finance or a related field. Additional equivalent experience above the minimum may be substituted for the required education on a year for year basis.

Experience: Equivalent to at least five (5) years of progressively responsible full-time clerical and/or administrative work experience in office administration, including at least three years performing technical administrative support functions at or above an Administrative Secretary level. Additional education above the minimum may be substituted for the required experience on a year for year basis up to two years.

License/Certification: A valid Class C California Driver’s License.

Desirable Qualifications: Depending on the vacancy, a Vice Chancellor may request additional job specific desirable qualifications with the approval of the Human Resources Department.

Actions: Initial adoption by the Governing Board on 04/25/01.