

Senior Executive Assistant

Definition

Under general direction of a College President, Vice Chancellor or Chancellor, using highly significant skills for this series, provide responsible confidential professional administrative and technical support to assigned College President, Vice Chancellor and other administrative staff as assigned. Relieves the College President, Vice Chancellor or Chancellor and other administrative staff as assigned 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 Senior Executive Assistant differs from lower-level nonexecutive assistant classes 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 college and district-wide functions and operations. Incumbents assist their supervisors in coordinating the operating procedures, communications and administrative support functions of the office. The class differs from the Executive Assistant in that duties and responsibilities of the lower class involve complex administrative support for an Associate Vice Chancellor. 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

Duties/essential functions may include, but not be limited to, the following:

- Provide highly complex workflow and office coordination of assigned office
- Coordinate highly complex logistical support such as setting up meetings, reserving rooms, delivery of materials, etc.
- Coordinate the development and distribution of the office work products, brochures and other written material.
- May maintain and update web pages for assigned office
- Provide highly professional and confidential technical and complex administrative support to assigned office, 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.
- Serve as a primary point of contact for external and internal constituencies on matters pertaining to the Office of the College President, Vice Chancellor or Chancellor.
- Assist College President, Vice Chancellor, Chancellor and other administrative staff as assigned in maintaining close communication on relevant issues with members of the administrative and management staff, faculty and classified senates, and employee organizations.
- Serves as liaison between District personnel and college personnel to maintain communication regarding policies and procedures.

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- Answer highly complex questions and disseminate information on assigned programs to employees, the public, colleges, other agencies, etc.
- Assist in the implementation of assigned College President, Vice Chancellor or Chancellor's office goals, objectives, strategies and work plans.
- Establish schedules and methods for monitoring administrative activities.
- Implement and interpret assigned college 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.
- Compose, create, and edit a variety of written and verbal communications for the College President, Vice Chancellor or Chancellor from rough draft, handwritten copy, verbal instructions, or from other material.
- Proofread materials for accuracy, completeness, compliance with departmental policies, format, and English usage, including grammar, punctuation, and spelling.
- Attend meetings and represent assigned College President, Vice Chancellor, Chancellor or other administrative staff as assigned when required.
- May maintain databases for assigned 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.

Salary Grade: 65

EEO Category: Professional

Represented Status: Confidential

Effective Date: 09/14/17

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- Complex business level English usage, spelling, grammar and punctuation.
- Modern office practices and procedures and equipment such as computers and printers.
- Typical 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.

Skill/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 college, 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 office program budget.
- Develop and recommend policies and complex procedures related to assigned operations.
- Develop and recommend goals and objectives in support of assigned office mission and goals.
- Effectively operate modern office equipment including computers and related software.
- Demonstrate advanced keyboarding skills.
- Compile complex and confidential information, maintain complex and collegewide 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 office.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

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Education/Experience

- 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 up to a maximum of two years.
- Equivalent to at least six (6) 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 Assistant level. Additional education above the minimum may be substituted for the required experience on a year for year basis up to two years.
- A valid Class C California driver's license.

Actions: 04/25/01

Revised: 10/25/07, 10/13/16, 09/14/17