

TITLE	CLASSIFICATION	SALARY RANGE
Executive Assistant, Finance & Administrative Services	Management Team Confidential	3

SCOPE OF POSITION:

Under the direction of the Senior Vice President, Finance & Administrative Services/Assistant Superintendent perform highly technical and confidential administrative support duties; interpret policies and regulations to faculty, staff and the public; plan, coordinate and organize office activities and flow of communications and information for the Senior Vice President; coordinate the administrative processes for the District's insurance programs.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinate the administrative processes for the District's insurance programs; serve as resource for insurance and liability information; provide information regarding insurance policy parameters and/or legal restrictions to District administrators; analyze contracts to determine insurance requirements and process requests for insurance certificates; research and complete the insurance questionnaire.
2. Serve as liaison between District administrators and insurance representatives; review proposed activities and events, determine District's exposure to risk and communicate issues to the Senior Vice President, staff and/or legal counsel; create appropriate activity waivers and request insurance certificates.
3. Serve as liaison for processing and monitoring liability and property tort claims and lawsuits filed against the District; coordinate legal investigations for the District; receive and evaluate incoming tort claims and request authorization for repair of property or vehicles; request District warrants for payment of repair; arrange for the exchange of warrants and signatures.
4. Receive, screen and route communications on behalf of the Senior Vice President; greet and assist visitors; refer callers or visitors to appropriate staff members; respond to requests, complaints and questions from faculty, staff and the public, representing the Senior Vice President; interpret policies and regulations to faculty, staff and the public.
5. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and prepare letters, forms, reports, contracts, statistical data, memoranda, lists and other materials; prepare, edit, proofread and revise materials; establish and maintain filing systems.
6. Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities for meetings; maintain and coordinate the Senior Vice President's calendar; prepare and disseminate calendar of events; may coordinate and arrange special events and activities.
7. Prepare related reports, presentations, materials and agendas for meetings; prepare and distribute minutes, updated records, statements, documents and reports and disseminate to appropriate individuals.
8. Research and compile information; compute statistical information for Federal, State and local reports.
9. Monitor designated budgets and ensure that assigned accounts are accurate and expenditures are within established requirements; initiate transfers within and between budgets; create purchase orders and process invoices for payment.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Input a variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of computerized lists and reports; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.
11. Receive, sort and route incoming correspondence; compose replies independently or from written and/or oral direction.
12. Perform special projects and prepare forms and reports on behalf of the Senior Vice President; attend to administrative details on matters; perform varied duties related to the Senior Vice President's area of responsibility and assigned programs, including union negotiations.
13. Operate and maintain a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.
14. Communicate with faculty, staff, students and external agencies to coordinate activities, exchange and verify information, and resolve issues.
15. Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations regarding Finance and Administrative Services functions and programs are required.
16. Order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.
17. Serve as District Filing Officer for the Fair Political Practices Commission; complete forms; maintain database and monitor designated filers for the District; train new staff who are designated filers.

KNOWLEDGE OF:

1. General terminology related to insurance and liability in the State of California and State procedures for handling property and liability claims.
2. Basic business law pertaining to contracts.
3. Applicable laws, codes, regulations, policies and procedures.
4. Modern office practices, procedures and equipment.
5. Record-keeping techniques.
6. Correct English usage, grammar, spelling, punctuation and vocabulary.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Budgeting practices regarding monitoring and control.
10. Methods of collecting and organizing data and information.
11. Business letter and report writing, editing and proofreading.
12. Basic public relations techniques.

ABILITY TO:

1. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
2. Monitor the District's property and liability, student accident, and other assigned insurance programs.
3. Plan, coordinate and organize office activities and flow of communications and information.

ABILITY TO – Continued

4. Organize complex material and summarize discussions and actions taken in report form.
5. Compose effective correspondence independently.
6. Maintain a variety of complex and confidential files and records.
7. Ensure efficient and timely completion of office and program projects and activities.
8. Understand and resolve issues, complaints or problems.
9. Type or input data at an acceptable rate of speed.
10. Operate a variety of office equipment including a computer and assigned software.
11. Establish and maintain cooperative and effective working relationships with others.
12. Analyze situations accurately and adopt an effective course of action.
13. Prioritize and schedule work.
14. Work independently with little direction.
15. Maintain confidentiality of privileged and sensitive information.
16. Communicate effectively both orally and in writing.
17. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate's degree in administrative support or related field.

Preferred: Bachelor's degree with coursework in business administration, risk management, accounting, business office technology, and/or business law.

EXPERIENCE:

Increasingly responsible administrative support experience.