

TITLE	CLASSIFICATION	SALARY RANGE
Executive Assistant, Human Resources	Management Team Confidential	3

SCOPE OF POSITION:

Under the direction of the Vice President, Human Resources, perform highly technical and confidential administrative support duties; interpret policies and regulations to faculty, staff and the public; coordinate and organize office activities and flow of communications and information for the Vice President.

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. Receive, screen and route communications on behalf of the 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 Vice President; interpret policies and regulations to faculty, staff and the public.
2. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and prepare letters, forms, reports, contracts, statistical data, and other materials; prepare, edit, proofread and revise materials; establish and maintain filing systems.
3. Coordinate and schedule various appointments and meetings for the Vice President and the Director, Human Resources; make travel arrangements; reserve facilities for meetings; maintain and coordinate the Vice President's calendar; prepare and disseminate calendar of events; coordinate and arrange special events and activities.
4. Assist in coordination of employee recognition events and activities: serve as a member of and provide support to the annual Retirement Reception and Harvey Hansen events; coordinate Employee of the Month program.
5. Prepare related reports, presentations and other materials for meetings; prepare and distribute minutes, records, statements, documents and reports and disseminate to appropriate individuals; prepare the Board agenda for the Human Resources department; compile data and create personnel Board agenda items; submit Board documents for approval by the Superintendent/President; prepare follow-up letters to employees and/or supervisors according to established guidelines.
6. Research and compile information; compute statistical information for Federal, State and local reports; participate in the preparation and monitoring of the department Program and Resource Planning Process (PRPP) report.
7. Create, modify, and distribute Classified and Management job descriptions and assist with notifying employees with classification review decisions.
8. 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.
9. Serve as main contact for updates to department webpages. Create, modify, and post updated online forms and information.
10. Receive, sort and route incoming correspondence; compose replies independently or from written and/or oral direction.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Perform special projects and prepare forms and reports on behalf of the Vice President; attend to administrative details on matters; perform varied duties related to the Vice President's area of responsibility and assigned programs.
12. Provide assistance for the negotiations process for the classified bargaining unit (SEIU) and the District; assist with preparing related agendas, tentative agreements, Board items for review, editing contracts, and preparing accurate and complete final copies for distribution to the District and SEIU.
13. Communicate with faculty, staff, students and external agencies to coordinate activities, exchange and verify information and resolve issues.
14. Obtain and provide information, records and materials to staff and the public where judgment, knowledge and interpretation of policies and regulations regarding Human Resources functions and programs are required.
15. Operate and maintain a variety of office equipment including a computer and assigned software; arrange for equipment repairs.
16. Order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.

KNOWLEDGE OF:

1. Applicable laws, codes, regulations, policies and procedures related to assigned Human Resources activities.
2. Modern office practices, procedures and equipment.
3. Record-keeping techniques.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. Oral and written communication skills.
6. Interpersonal skills using tact, patience and courtesy.
7. Budgeting practices regarding monitoring and control.
8. Methods of collecting and organizing data and information.
9. Business letter and report writing, editing and proofreading.
10. Basic public relations techniques.

ABILITY TO:

1. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
2. Plan, coordinate and organize office activities and flow of communications and information for the assigned administrator.
3. Organize complex material and summarize discussions and actions taken in report form.
4. Compose effective correspondence independently.
5. Maintain a variety of complex and confidential files and records.
6. Ensure efficient and timely completion of office and program projects and activities.

ABILITY TO – Continued

7. Understand and resolve issues, complaints or problems.
8. Type or input data at an acceptable rate of speed.
9. Operate a variety of office equipment including a computer and assigned software.
10. Establish and maintain cooperative and effective working relationships with others.
11. Analyze situations accurately and adopt an effective course of action.
12. Prioritize and schedule work.
13. Work independently with little direction.
14. Communicate effectively both orally and in writing.
15. 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.

EXPERIENCE:

Increasingly responsible administrative support experience.