

**TITLE: Executive Assistant, Superintendent/President, Board of Trustees and Capital Projects**

**CLASSIFICATION: Management Team – Confidential**

**SALARY RANGE: 8**

**SCOPE OF POSITION:**

Under the direction of the Superintendent/President, Board of Trustees and the Senior Director, Capital Projects, perform highly technical and confidential administrative support duties; interpret policies and regulations to faculty, staff, students and the public; plan, coordinate and organize office activities and flow of communications and information for the Senior Director, Capital Projects, Superintendent/President and the Board of Trustees. The President's Office oversees all areas of the District, providing leadership to all component areas, which are overseen by individual vice presidents. The Board of Trustees includes seven elected officials and one student trustee, and is the ultimate decision-making body for the District. Capital Projects oversees utilization of the Measure H taxpayer-approved bond monies.

**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. Perform specialized, complex and confidential executive assistant duties to relieve the Superintendent/President and the Senior Director, Capital Projects of administrative details; provide technical input to the Superintendent/President concerning administrative time lines and priorities; ensure smooth and efficient office operations, and proper and timely completion of projects and activities; maintain confidentiality of privileged and sensitive information.
2. Serve as primary administrative support to the Senior Director, Capital Projects, Superintendent/President and the Board of Trustees; collect communications and information for the Superintendent/President; receive, screen and route telephone calls and emails; schedule, coordinate, and distribute information concerning appointments, conferences, meetings, special events and other activities.
3. Greet visitors, including board members, staff, faculty, students and the public; provide information or direction to appropriate staff; evaluate and exercise independent judgment in resolving complex issues and conflicts; refer difficult issues as needed; provide detailed and technical information concerning District operations, activities, programs, priorities, processes, policies and procedures.
4. Coordinate and attend meetings; compile, prepare, distribute and edit notices and supporting documents; collect, compile and evaluate information for meetings; take, transcribe and distribute minutes.
5. Compile information, prepare and distribute agendas for Board of Trustees, Superintendent/President, Citizens' Bond Oversight Committee, Management Team and other meetings; ensure compliance with the Brown Act, Education code and other laws, rules or regulations; utilize assigned software for agenda preparation and train others on proper procedures of the software; advise Trustees on meeting procedures and legal meeting requirements.
6. Research, compile, analyze and verify data and information; compute statistical information and summarize data for special projects and reports; process and analyze forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and ensure accuracy and completeness of documents; compile, prepare and assemble packets and administrative information.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

7. Prepare correspondence independently on a variety of matters; compose, maintain and/or update materials such as communications, forms, reports, agreements, contracts, and other documentation; participate in the development of presentations with the Superintendent/President or appropriate departments.
8. Serve as a liaison and coordinate communications between the Superintendent/President, departments, external agencies and others regarding President's Office and District activities; assist the Superintendent/President with coordinating staff, projects and activities; serve as District liaison to officials and dignitaries; arrange accommodations; plan and coordinate activities; serve as District representative during related visits or events.
9. Participate in the development and tracking of budgets for the President's Office, Board of Trustees, and Capital Projects; balance, monitor and update accounts and budgets.
10. Establish and maintain filing systems; maintain the District policy and procedure manual and online records.
11. Design, develop, modify and update Measure H, President's Office and Board of Trustees web pages; coordinate with appropriate areas/departments to implement a web pages.
12. Develop and implement projects and surveys and prepare forms and reports on behalf of the Superintendent/President and the Senior Director, Capital Projects; research sensitive issues; monitor and notify the Superintendent/President, Senior Director, Capital Projects and the Board of Trustees of current progress of office projects and activities; ensure office activities comply with established time lines and requirements.
13. Coordinate travel and conference arrangements for the Senior Director, Capital Projects, Superintendent/President and members of the Board of Trustees; maintain and coordinate the Senior Director, Capital Projects', Superintendent/President's and Board of Trustees calendars; coordinate and set up facilities, services, supplies and equipment for meetings and events; notify appropriate individuals of meetings, appointments, events and related information; coordinate District events hosted by the President's Office and Board of Trustees including retreats, receptions, commencement, and dinners.
14. Collaborate with the assigned staff to coordinate assembly of annual budget planning Program and Resource Planning Process (PRPP) documentation received from Vice Presidents and Cabinet members.
15. Operate a variety of office equipment including standard office productivity software and specialized systems.
16. Train and provide work direction and guidance to assigned staff; review work for accuracy and completeness; monitor workflow and adjust activities as needed to complete assignments and projects in a timely manner.

**KNOWLEDGE OF:**

1. Terminology, practices, procedures, functions and operations of an administrative office.
2. Applicable laws, codes, regulations, policies and procedures including Title 5, the Brown Act and Education Code.
3. District policies and procedures.
4. Modern office practices, procedures and equipment.
5. Recordkeeping and filing techniques.
6. Oral and written communication skills.
7. Digital record retrieval and storage systems.
8. Budgeting practices regarding monitoring and control.
9. Interpersonal skills using tact, patience and courtesy.
10. Methods of collecting and organizing data and information.
11. Business letter and report writing, editing and proofreading.

**ABILITY TO:**

1. Perform a variety of specialized and highly complex confidential, administrative support duties.
2. Ensure smooth and efficient office operations.
3. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
4. Organize complex materials and summarize discussions and actions taken in report form.
5. Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
6. Compose effective correspondence independently.
7. Maintain a variety of complex and confidential files and records.
8. Ensure efficient and timely completion of office and program projects and activities.
9. Understand and resolve complex issues, complaints or problems.
10. Input data accurately and at an acceptable rate of speed.
11. Take notes at meetings and conferences and transcribe into clear and concise reports.
12. Operate a variety of office equipment including a computer and assigned software.
13. Analyze situations accurately and adopt an effective course of action.
14. Prioritize and schedule work.
15. Work independently with little direction.
16. Communicate effectively both orally and in writing.
17. Establish and maintain cooperative and effective working relationships with others.
18. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM 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 Human Resources, in coordination with the department where the vacancy exists, if needed.)*

***Education:***

Associate's degree in business, administrative support or related field. Bachelor's degree preferred.

***Experience:***

Increasingly responsible (two to four years of full-time equivalent) executive assistant experience.