

TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EXECUTIVE ASSISTANT (Non-Confidential)	CLASSIFIED	GRADE: N
BOARD POLICY REFERENCE: 2012 CLASSIFICATION REVIEW		DATE: April 10, 2012

**JOB DESCRIPTION:**

Under direction, perform administrative duties requiring initiative, independence, and confidentiality in more than one of the areas of office management, fiscal management, customer relations or other specialized services; may serve as the lead worker for other classified staff within the component; supervise and organize the work of student employees and short term, non-continuing personnel; and perform related work as required.

**SCOPE:**

The Executive Assistant (Non-Confidential) coordinates component administrative tasks of a highly complex nature; provides administrative and clerical support to assigned supervisor(s); initiates and recommends changes in procedures as required; provides technical assistance to others; and manages complex projects as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Executive Assistant (Non-Confidential) classification is distinguished from the Executive Assistant (Confidential) by the duties and responsibilities involved in employer/employee relations and the negotiating process as defined in Senate Bill 160. The Executive Assistant (Non-Confidential) classification is distinguished from the Administrative Assistant III by the level of independence, initiative, accountability and extensive knowledge required to perform the essential tasks.

**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. Assists students, staff and the public and refers to appropriate area/department if needed.
2. Coordinates complex administrative tasks within assigned component; initiates changes in policies and procedures.
3. Prepares and monitors complex legal contracts.
4. Interprets and explains District policies and procedures.
5. Composes and keyboards legal documents, reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats; creates complex *original* draft correspondence; designs and creates brochures, forms, flyers and other marketing and information materials.
6. Coordinates activities for a variety of programs, meetings, conferences and District-wide events or projects; attends meetings, takes notes and prepares minutes.
7. Compiles, maintains and develops budgets; maintains detailed spreadsheets and databases of components' expenditures; monitors multiple program/activity budgets; prepares purchase requisitions and budget transfers electronically; provides budget assistance, such as account coding information, to faculty and staff.
8. Develops and maintains complex spreadsheets and databases.
9. Maintains various statistical records for assigned component; maintains complex general and confidential files.
10. Designs, develops, modifies and updates a web site; coordinates with appropriate components to implement a web site.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

11. Initiates, processes and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
12. Provides expert-level administrative support for component.
13. Works closely with students, staff, faculty and the public to implement goals and objectives of assigned component, resolves conflicts and ensures efficient operation of area.
14. May supervise and organize the work of student employees and short-term, non-continuing employees.
15. May serve as lead worker to other classified staff in the area.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform difficult, complex and expert-level administrative work with accuracy and speed; type or keyboard with accuracy and efficiency from clear copy or handwritten notes; take and transcribe minutes/memos with speed and accuracy; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with minimum guidance and direction; communicate effectively in English; follow and give oral and written directions; perform mathematical calculations with accuracy; develop and maintain statistical records; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

Preferred: type or keyboard at a minimum of 60 words per minute.

**KNOWLEDGE OF:**

Modern office methods and practices including filing, proofreading, formatting, report writing, expert-level bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; current office equipment, technology and standard computer software such as Microsoft Excel, Outlook, PowerPoint, Word, Adobe InDesign and Dreamweaver and internet navigation programs; tasks associated with planning of programs, events and projects; proper reception and telephone etiquette.

**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.

Preferred: Bachelor's degree

*Experience:*

A minimum of five years of increasingly responsible administrative support or office management experience; demonstrated experience working with minimal supervision or direction.