

TITLE: Executive Assistant

CLASSIFICATION: Management Team – Confidential

SALARY RANGE: 5

SCOPE OF POSITION:

Under general direction, performs administrative and technical support requiring initiative, independence, and confidentiality in the areas of office management, fiscal management, customer relations, and other specialized services for assigned area(s). Serves as the liaison/facilitator between administrators, faculty, students, industry vendors, external agencies, and the college community. Serves as lead worker to other classified employees in the area.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant classification is distinguished from the Administrative Assistant III by performing administrative support duties and operational leadership for a site or a component. The Executive Assistant is also distinguished by the level of independence, initiative, accountability, discretion, 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. Implements goals and objectives, resolves conflicts and ensures efficient operation of assigned area(s).
2. Provides support in the scheduling and coordination of meetings, interviews, community forums, and workgroups. Attends meetings, takes notes and prepares minutes. Creates and maintains calendars, meeting information, events, plans, and travel arrangements for administrators.
3. Interprets and implements District policies and procedures for faculty, staff, students, and the public related to assigned area(s). Initiates and implements changes in work processes and procedures.
4. Assists students, staff, and the public, researches issues, and refers to the appropriate area(s); coordinates complex administrative tasks and serves as primary point of contact for assigned area(s).
5. Prepares legal documents, reports, correspondence, forms, agendas, directories, and spreadsheets. Compiles information for and tracks evaluations. Proofreads documents for accuracy, completeness, and conformity to established formats. Maintains statistical records and confidential files for assigned area(s). Designs and creates marketing and informational materials.
6. Monitors multiple program/activity budgets and participates in budget development. Prepares purchase requisitions and budget transfers. Provides budget assistance to faculty and staff.
7. Designs, develops and maintains webpages. Coordinates with appropriate areas to implement webpages.
8. May initiate, process, and track faculty schedule changes. Troubleshoots and resolves scheduling issues. Monitors enrollments and faculty loads.
9. Supervises and directs the work of student employees.
10. Serves as lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

TITLE: Executive Assistant

KNOWLEDGE OF:

1. Current office methods and practices including filing, proofreading, formatting, report writing, advanced bookkeeping and fiscal management.
2. Proper English usage, spelling, vocabulary, and grammar.
3. Event and project planning.
4. Proper reception and telephone etiquette.
5. Basic web accessibility tools and document remediation.
6. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
7. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Identify issues and recommend solutions.
2. Compose correspondence and reports and take and transcribe minutes/memos.
3. Perform complex mathematical calculations.
4. Maintain detailed records and compile statistical information.
5. Interpret and apply District policies and procedures.
6. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
7. Communicate effectively, both orally and in writing.
8. Exercise appropriate judgement in interactions with others and with work processes.
9. Interact with the public in a helpful, courteous, and professional manner.
10. 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 degree required.

EXPERIENCE:

4+ years of administrative support or office management experience.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).