

EXECUTIVE ASSISTANT TO THE PRESIDENT AND BOARD OF TRUSTEES

DEFINITION

Under general direction, oversees and manages a variety of complex and responsible administrative support for the President and Board of Trustees. Performs a wide variety of advanced and highly sensitive administrative coordination duties requiring thorough knowledge of the President's Office, Board of Trustees, and College policies, procedures, and operational details. Incumbents in this classification are designated as "confidential employees" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). As such, incumbents in this classification assist management personnel with developing collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the President. Exercises technical and functional direction over and provides training to student workers or hourly workers and less experienced administrative support staff, as assigned.

CLASS CHARACTERISTICS

This is the highest level executive support class and is assigned to the President's Office. Incumbents perform a variety of executive administrative and office coordination support work for the President, Board of Trustees, and associated staff. The work requires interpretation and application of complex policies, procedures, and regulations, extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of College activities, and the ability to conduct independent projects, as well as, perform various research and budgetary support functions. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities originating at a College-wide level require a broader understanding of College functions and the capability of relieving the President and Board of Trustees of day-to-day administrative and coordinative duties.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides executive support to the President and the Board of Trustees, delegating work when appropriate.
2. Serves as secretary to the Board of Trustees; attends all regular and special meetings of the Board of Trustees and records all official proceedings according to established guidelines and laws.
3. Oversees Board agenda process to ensure that the Board Agenda items and supporting documents are developed, prepared, and completed within College timelines and legal guidelines; establishes and coordinates campus-wide due dates and agenda item standards; reviews and develops Board Agenda items in compliance with College procedures; assists Cabinet-level leadership to provide instruction and direction.
4. Coordinates, ensures compliance with, and maintains government-mandated documents.
5. Coordinates and manages all events, functions, and activities of the President and the Board of Trustees, which includes inter-departmental coordination; assigns, schedules, coordinates, manages, performs, and delegates specialized functions or projects as assigned.
6. Coordinates and maintains the President's calendar and schedules meetings and appointments for the President, Board members, and staff; makes travel arrangements as required.
7. Serves on or attends meetings on behalf of the President's Office; takes minutes and performs related support duties, adhering to College processes and legal guidelines.

8. Serves in a lead capacity to coordinate and manage the office of the President, relieving the President and members of the Board of Trustees of a wide and complex variety of administrative details; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; identifies, evaluates, and implements efficiencies in office and College processes.
9. Manages and participates in the preparation of complex department budgets; monitors budget expenditures and revenues; forecasts additional funds needed; approves expenditures.
10. Composes correspondence and emails independently; formats, types, proofreads, duplicates, and distributes agendas, minutes, resolutions, correspondence, notices, lists, forms, memoranda, College policies and procedures, promotional/informational material, and website information according to established procedures and timelines.
11. Serves as a liaison with College administrative personnel, offices, and employees, public and private organizations, community groups, media representatives, legislators, and other entities; coordinates the oversight of the message of the President and the Board of Trustees, requiring an understanding of College issues.
12. Conducts a variety of basic analytical studies, research, and statistical analyses on administrative and operational problems or issues regarding President's Office activities; identifies, evaluates, and selects alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
13. Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for College staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures; anticipates the needs of the President in dealing with visitors, ensuring that the President is prepared with the appropriate knowledge and information; facilitates visitor interactions with the President.
14. Participates in selecting, training, motivating, and evaluating assigned staff; provides staff training; directs the work activities of assigned clerical personnel; prioritizes and coordinates work assignments; reviews work for accuracy.
15. Coordinates implementation and provides testing of automated enterprise application systems related to assigned position; in coordination with Information Technology, identifies the need, analyzes the options, and selects technology to streamline processes related to the President's Office and Board of Trustees.
16. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Practices and methods of office management and administration, including the use of standard office equipment and computer applications related to the work.
2. Organization and operation of public agencies, including the role of the President, Board of Trustees, the College, and appointed boards, commissions, and outside agencies as necessary to assume assigned responsibilities.
3. Project and/or program management, analytical processes, and report preparation techniques; administrative and higher education-related programs such as, but not limited to, budgeting and other related governmental programs.
4. Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
5. Basic principles and practices of employee supervision, including work planning, assignment, review, and the training of staff in work procedures.
6. Business letter writing and the standard format for reports and correspondence.
7. Mastery budgetary policies and procedures.
8. Principles and practices of data collection and report preparation.

9. Research and reporting methods, techniques, and procedures.
10. Sources of information related to a broad range of educational and administrative programs, services, and administration.
11. Applicable federal, state, local codes, regulations, and departmental policies, technical processes and procedures, legislative processes.
12. College Board Policies and Administrative Procedures.
13. Public relations techniques.
14. English usage, spelling, vocabulary, grammar, and punctuation.
15. Oral and written communication skills.
16. Parliamentary procedure and the Ralph M. Brown Act.
17. Techniques for effectively representing the College in contacts with governmental agencies, community groups, various businesses, professional, educational, regulatory, and legislative organizations.
18. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

1. Plan, organize, administer, coordinate, review, evaluate, and participate in office management functions and administrative duties and responsibilities to meet critical deadlines.
2. Maintain confidentiality and discretion in handling and processing confidential information and data related to the President's Office and Board of Trustees; perform varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact, and discretion.
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
4. Analyze, interpret, prepare, and present administrative and technical information and data in an effective manner.
5. Interpret, apply, and explain complex federal, state, local laws, codes, regulations, departmental policies, and procedures.
6. Plan, schedule, assign, and oversee activities of assigned personnel.
7. Make accurate arithmetic, financial, and statistical computations.
8. Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
9. Organize, maintain, retrieve, and update office database and records systems with sufficient speed and accuracy.
10. Operate office equipment including computer equipment and specialized software applications programs.
11. Effectively communicate in person, over the telephone, and in writing.
12. Review situations accurately and determine appropriate course of action using independent judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
14. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from a regionally accredited college or university with major coursework in business or public administration, public policy, or a related field, and five (5) years of

varied executive support experience involving public contact. Additional years of experience can be substituted for the required education on a year-for-year basis.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or public and private representatives in interpreting and enforcing departmental policies and procedures.