

**EXECUTIVE ASSISTANT, SUPERINTENDENT/PRESIDENT****DEFINITION:**

The Executive Assistant for the Superintendent/President provides extensive and comprehensive executive administrative support to the college President while strategically supporting the efforts of the President's Cabinet, college committees, day-to-day presidential activities, Board of Trustees, and college engagements. Provides professional duties supporting the President and college that coincide with presidential initiatives, goals, and overall college mission.

**DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from other secretarial and administrative support jobs by its accountability to the Superintendent/President and governing board, and the duties and contacts associated with those roles.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Review incoming and outgoing correspondence, including preparing documents for signature and ensuring proper routing.
- Screens visitors, telephone calls and voice mail, refers callers to other staff, or personally determines appropriateness of disclosure and provides information on established program and policy issues; relays Superintendent's directions and key information to other college staff;
- Schedules meetings and appointments and maintains calendars for the Superintendent/President; makes room, food and related arrangements for a variety of meetings;
- Edit presentations, briefings, and reports; check for formatting, proofread, and edit as necessary;
- Attend Board of Trustees, President's Council, and related meetings and committees; records or takes and transcribes minutes; carries out required actions such as preparation of resolutions, obtaining signatures, and filing and handling of minutes, records and actions;
- Prepares, compiles materials for, assembles, distributes and/or posts Board and other meeting agenda and information packages; calendars Board meetings;
- Provides a variety of other staff support to boards and committees;
- Coordinates with various groups that college's process to review and update Board Policy and the college's Administrative Procedures;
- Assists in developing the budget for the President's office, prepares projections, and monitors and maintains budget as approved;  
Coordinate travel logistics and itineraries. Monitors travel-related expenses and reconcile within policy timeline;
- Provides staff assistance such as gathering facts and materials, researching, compiling,

summarizing and analyzing information, processing and correlating data, and related assistance;

- Establishes and maintains confidential filing systems and official records, and ensures their security;
- Performs a variety of other responsible administrative assistant and clerical duties including:
  - orders and maintains supply inventory;
- Coordinates duplication and distribution of documents, maintains files, records and contacts; picks up and delivers materials;
- Assist in coordinating special projects/events, including planning and coordinating multiple presentations, disseminating information, and organizing team events;
- Creates and edits other documents as directed by the Superintendent/President;

## **MINIMUM QUALIFICATIONS:**

### Knowledge of:

- Modern office/clerical methods, procedures, supplies and equipment, including filing system development and maintenance.
- Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and MS Teams
- English grammar, spelling, punctuation and composition.
- Formats and requirements for various reports, forms and correspondence.
- Business arithmetic.

### Skill in/Ability to:

- Ability to perform duties with high professionalism, flexibility, discretion, judgement, diplomacy, and tact;
- Excellent written, oral, and interpersonal communication skills;
- Efficiently and accurately transcribing meeting minutes
- Composing correspondence, memos and other materials.
- Computer applications software for word processing, spreadsheets, desktop publishing, and campus specific software.
- Interpreting and applying procedures and regulations.
- Effective oral and written communications.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including administrators, Board members, and external agencies.
- Prioritizing workload, meeting multiple concurrent deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.

### Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours; current registration as a Notary Public. As an exempt employee, the incumbent may be asked to work variable schedules.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above

knowledge and skill is a combination of education and experience equivalent to:

Completion of high school supplemented by professional secretarial coursework, and five years of increasingly responsible administrative assistant experience, at least two years of which shall have been a responsible administrative assistant supporting management or executive position. Community college experience is preferred.

**PHYSICAL CHARACTERISTICS:**

Vision to read printed material and computer screens; speech and hearing to communicate in person and by telephone; mobility and dexterity to work in a standard office setting and use standard office equipment and computers. This work is performed primarily in an office setting but includes travel between college locations.

The physical characteristics described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.