

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO THE CHANCELLOR/ COORDINATOR OF BOARD OPERATIONS (CONFIDENTIAL/SUPERVISORY)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, perform a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of the Chancellor and Board of Trustees; process administrative details not requiring the immediate attention of the Chancellor including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The Executive Assistant classification provides responsible administrative support to the Chancellor and Board of Trustees. The incumbent reports to and supports the District's chief executive who has overall responsibility for the programs and functions of the District. The duties of the Executive Assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the chief executive of various administrative duties and provide work direction and guidance to clerical personnel assigned to the area.

This is a confidential class designated by the Board of Trustees of the Chabot-Las Positas Community College District under authorization of Chapter 10.7, Section 3540.1 of the Government Code.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.

1. Serve as executive assistant to the Chancellor and Board of Trustees; participate and assist in the administration of the Chancellor's Office, relieving the chief executive of a variety of technical and administrative duties; serve as a liaison between the executive and the public, students, staff, and other campus/District officials; promote and maintain positive staff, student, and community relations; exercise judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assist the Chancellor in meeting reporting requirements, functional responsibilities, and research objectives; assist in organizing programs, functions, and activities promoted by the District, College, or program area.
3. Develop and implement procedures for preparation of the District Board agendas, minutes, and all official notices of meetings of the Board of Trustees; prepare electronic agenda for posting on-line.
4. Oversee and authorize the process for the submission of requests for Board agendas from District-wide personnel, students, and the public in compliance with legal requirements including state and federal law, Education Code, and the Brown Act.
5. Coordinate preparation for Board of Trustees meetings including agenda and related arrangements; compose and assign agenda items, in consultation with the Chancellor and Board, for all regular and special meetings and closed sessions of the Board of Trustees; supervise the preparation and distribution of Board agenda to recipients in a timely manner to meet legal requirements and procedural deadlines.

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6. Serve as recording officer for the Board of Trustees; attend meetings and record action and vote taken; direct and supervise the recording and maintenance of the official records and correspondence of the office of the Board of Trustees.
7. Supervise the preparation and distribution of Board minutes; supervise the follow up of Board meeting actions requiring correspondence or notification to public agencies, District personnel, and the public as appropriate.
8. Plan and organize office support functions for the Chancellor's Office; coordinate, oversee, and evaluate the flow of office work and assure that work is performed in a timely and accurate manner; recommend improvements in work flow, procedures, and use of equipment and forms.
9. Assist the Chancellor in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develop standardized computer formats for division reports and publications; establish new and revised office procedures as appropriate.
10. Utilize electronic technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinate and arrange meetings; coordinate activities with other divisions and departments; make travel arrangements for assigned staff and board members; process conference reimbursement and other requests.
11. Collect, research, compile, analyze, verify, summarize, record, and evaluate information; prepare and distribute narrative, statistical, and financial data, recommendations, and alternatives as requested; complete reports; verify and review forms and reports for completeness and conformance with established regulations and procedures.
12. Coordinate and oversee specialized functions or projects independently as assigned; coordinate a variety of special events and District-wide activities for the Chancellor and Board of Trustees; assure that work is performed in a timely and accurate manner.
13. Screen office and telephone callers; respond to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicate information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
14. Serve as liaison between the Chancellor and Board of Trustees and senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or program area policies and procedures, or referring callers to the administrator or others as necessary.
15. Assist the Chancellor in the preparation and administration of the annual budget for the Board of Trustees and the Office of the Chancellor; assist in preparing cost estimates for budget recommendations; assist in submitting justifications for budget items; allocate funds to proper budget codes; monitor and track expenditures in a timely manner; assist in resolving budget issues and problems; processes budget/expense transfers; recommends budget revisions.
16. Recommend expenditures for office equipment, materials, and supplies; initiate contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assure proper functioning of office equipment; post, monitor, and track invoices and other expenditures.
17. Provide staff support to standing and ad hoc committees and other groups as assigned; attend meetings and take notes or records proceedings; prepare and distribute agendas, background materials, and minutes as appropriate.
18. Take and transcribe dictation of sensitive/confidential materials; independently prepare a variety of correspondence, memoranda, and other materials; prepare preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature for the Chancellor's approval.

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19. Establish and maintain a variety of complex, interrelated filing systems including confidential files; establish and maintain files for information, records, and reports; maintain manuals and updated resource materials.
20. Receive and distribute mail; identify and refer matters to the Chancellor in order of priority.
21. Utilize various computer applications and software packages; enter, update, correct, and extract information; maintain and generate reports from a database or network system.
22. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the Chancellor's Office.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

Ability to:

- Perform difficult and complex administrative and secretarial work to effectively relieve the Chancellor and Board of Trustees of administrative detail.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.
- Understand the organization and operation of the Chancellor's Office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- Manage multiple priorities and tasks to meet changing schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.

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- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type at a rate of speed necessary for successful job performance.
- Take and transcribe dictation at a rate of speed necessary for successful job performance.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently with very little or no direction.
- Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work or specialized training in business, secretarial science, office automation, or a related field.

Experience:

Seven years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

12/7/93; 3/23/99

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Confidential