

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT, TO SUPERINTENDENT/PRESIDENT

CMS Salary Range 25

BASIC FUNCTION:

Under the direction of the Superintendent/President, performs a wide variety of complex and responsible secretarial and administrative support duties for the Superintendent/President and the Board of Trustees; performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: E = indicates essential duties of the position

- Prepares, posts, and distributes agendas and organizes and distributes backup materials for meetings of the Board of Trustees, cabinet, advisory committees, and a variety of other meetings. (E)
- Researches and prepares Board reports for the Superintendent/President's review. (E)
- Coordinates, schedules, attends, and accurately records, interprets, and summarizes the actions and intent of participants at Board meetings and a variety of other meetings. (E)
- Makes travel arrangements for the Superintendent/President and Board of Trustees.
- Serves as a liaison between the Superintendent/President and administrative and other personnel, individuals and groups within the community, media representatives, and governmental agencies. (E)
- Composes correspondence independently or in accordance with oral or written instruction; records and transcribes dictation. (E)
- Receives and screens office visitors and telephone calls, takes messages, and exercises discretion and judgment in disseminating information, explaining policies, regulations, and administrative and Board decisions. (E)
- Researches and summarizes information, legal requirements, and data for Superintendent/President's correspondence, presentations, and reports. (E)
- Types, proofreads, and edits reports, correspondence and other documents to ensure completeness, accuracy, and compliance with district rules and regulations. (E)
- Prepares and maintains a variety of administrative records and files, including materials of a confidential nature and legally required materials. (E)
- Maintains control files concerning matters in progress. (E)
- Provides work direction and guidance to classified staff and students.
- Coordinates office workflow and prioritizes projects to ensure the timely completion of assignments and reports. (E)
- Maintains task calendar to ensure compliance in filing legally mandated reports with State and local agencies and compliance with district policies. (E)
- Processes administrative details not requiring the immediate attention of supervisor. (E)
- Prepares information needed in administrative decisions and in facilitating implementation of policies and programs.
- Transmits orders and decisions of supervisor to various organizational units. (E)
- Provides secretarial assistance to the Board of Trustees. (E)
- Provides guidance and assistance in compliance with all elements of the Brown Act.
- Screens incoming correspondence, organizes materials for supervisor's review; handles matters not requiring supervisor's attention; and directs matters to others as appropriate. (E)
- Receives and resolves complaints/conflicts independently or with direction from supervisor. (E)
- Maintain and update Board Policies and Procedures.
- Maintains Superintendent/President's appointment calendar. (E)
- Performs other related responsibilities as may be assigned. (E)

EDUCATION AND EXPERIENCE: Graduation from high school; supplemented by college-level course work; PLUS five years of increasingly responsible secretarial experience of which two years of experience as an administrative secretary in a public sector organization.

KNOWLEDGE OF:

- Modern administrative office practices, procedures and equipment.
- Research methods and report writing techniques.
- Public relations techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Receptionist and telephone techniques.
- Record-keeping techniques.
- Alpha and numeric filing systems.
- District organization, operations, policies and objectives.
- Operation of office machines including computer equipment, e-mail and applicable software.
- Principles of training and providing work direction.
- Applicable sections of the State Education Code and other applicable laws.
- Word processing techniques.

ABILITY TO:

- Perform a variety of complex and responsible secretarial and administrative support duties to assist the Superintendent/President with administrative details.
- Provide secretarial support to the Board of Trustees.
- Learn quickly the operations, policies and procedures of the Superintendent/President's office.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and maintain administrative records and files.
- Perform research, compile data and prepare reports.
- Work confidentially with discretion.
- Type at 60 words net per minute from clear copy.
- Ability to document accurate information for meeting minutes.
- Plan and organize work.
- Compose correspondence and written materials independently.
- Meet schedules and time lines.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Establish and maintain cooperative and effective working relationships with others.
- Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to classified, student and hourly workers and employees.

CONTACTS: Co-workers, other departmental staff, Board Members, legal counsel, administrators, employee representatives, Senate leaders, community members, students, governmental agencies, and the general public.

PHYSICAL EFFORT:

- Sitting or standing for extended periods of time.
- Reaching above the shoulders and horizontally to retrieve files and supplies.
- Lifting moderately heavy objects.

WORKING CONDITIONS:

- Office environment.
- Constant interruptions.