

Executive Assistant to the Superintendent/President and Educational Foundation**DEFINITION:**

Under the direction of the Superintendent/President, this position supports the President's Office with duties related to district policy and supporting the district's Director of the Educational Foundation. The incumbent in this position will perform highly complex and responsible administrative duties, including scheduling meetings, coordinating the review process of college policies, and serving as the recording secretary for the district's Educational Foundation. Provides training, coordination, and communication with office staff to ensure workflows for the Superintendent/President and Educational Foundation Board of Directors and timelines are met through coordination with various offices and departments. Perform independently in managing and coordinating the office functions in a centralized department and perform various highly responsible, complex, and confidential administrative support duties related to the Educational Foundation Board. Serve as the liaison with Educational Foundation Board members, responding to queries and requests; coordinate assigned activities with district divisions and outside agencies; and represent the Foundation Board members and the President with district staff and the public. This is a Confidential position.

DISTINGUISHING CHARACTERISTICS:

This classification of Executive Coordinator is distinguished from other professional support and administrative support jobs by its confidential characteristics, professional accountability to the Superintendent/President and Director of Educational Foundation, and the duties and contacts associated with those roles. The Executive Assistant will be entrusted with high-level responsibilities and expected to maintain a professional and confidential relationship with the Superintendent/President and the Educational Foundation Board.

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.

The Executive Assistant to the Superintendent/President performs duties and responsibilities that are varied, technical, and often confidential in nature, requiring a high degree of initiative, independence, and sensitivity in dealing with confidential matters and a comprehensive knowledge of the policies and procedures of the district. The incumbent has extensive contact with the public, the Foundation Board of Directors, committees and commissions, faculty, staff, senior management, and constituent group leaders. The responsibilities often include attending meetings or presentations outside of normal business hours (Educational Foundation meetings are held in the evenings at least once a month and may include periodic weekend days). Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Serve as confidential assistant to the Superintendent/President and Director of the Educational Foundation, performing various difficult and complex administrative duties.
- Organize, prepare, and distribute the Educational Foundation agendas and coordinate all related materials.
- Act as recording secretary for Educational Foundation meetings; compile and prepare agenda, meeting materials, and records; edit and prepare the Board meeting minutes, resolutions, and

excerpts; maintain Governing Board minutes files.

- Makes all arrangements for the Educational Foundation regular and special meetings, retreats, workshops, and committees; makes room, food, technology, and related arrangements.
- Conducts a variety of assignments for the Foundation Board of Directors as directed by the Superintendent/President and/or the Director of the Educational Foundation.
- Advises the Superintendent/President, the Director of the Educational Foundation, and the Educational Foundation Directors, regarding public meeting sections of the Government Code and Brown Act; assists the public in viewing Board documents according to the Public Records Act.
- Coordinate and train assigned staff on BoardDocs or other agenda management software; assist in training Administrative Assistants concerning District policies and procedures as needed.
- Respond to calls and inquiries and provide information where judgment, knowledge, and interpretation of District policies, procedures, and regulations are necessary.
- Makes appointments and arranges meetings, travel, conferences, events, and appointments for the Director of the Educational Foundation and the Foundation Board members.
- Works closely with the Executive Assistant to the Superintendent/President to Maintain the Superintendent/President and Foundation Board members' calendars in relation to District activities.
- Serves as a backup in the absence of the Executive Assistant to the Superintendent/President.
- Composes correspondence independently; compiles and writes reports and announcements in accordance with written or oral instructions.
- Performs various administrative tasks, such as filing, processing, and distributing mail, reports, and other documents.
- Coordinates or assists with special District events hosted by the Superintendent/President or Director of the Educational Foundation.
- Makes purchases for the President's office, processes purchase orders, and budget transfers.
- Prepares and manages the budgets of the department and maintains records of expenditures and budget balances.
- Hires, trains, and supervises office staff such as student workers.
- Drafts and/or edits articles and correspondence for the Director of the Educational Foundation; responds to inquiries; investigates subject matter and prepares replies.
- Functions as a district liaison to officials and dignitaries, arranging accommodations as requested; plans and coordinates activities; and serves as a district representative during visits or events.
- Coordinates communications from the Superintendent/President or Director of the Educational Foundation to other administrative staff; delegates work and follow through to ensure timely and efficient completion.
- Responsible for updating and maintaining the Educational Foundation webpages.

MINIMUM QUALIFICATIONS:

Knowledge of:

- District organization, programs, policies, practices, and legal requirements of the Brown Act
- Efficiently and accurately transcribing meeting minutes
- Composing correspondence, memos, and other materials
- Computer applications software for word processing, spreadsheets, desktop publishing, social media, campus-specific software such as Banner, Outlook, and BoardDocs.
- 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, external agencies, and community members.
- Prioritizing workload, meeting multiple concurrent deadlines, and working effectively at a high level of independence in an environment with multiple demands and frequent interruptions.

Skill in:

- Demonstrate human relations/interpersonal skills to work productively and cooperatively with diverse teams, exercise patience and professionalism when dealing with internal and external customers, convey technical concepts, and handle confidential information. Effectively deal with a wide variety of personalities and situations requiring diplomacy, confidentiality, poise, and adherence to policy and procedures.
- Demonstrate strong administrative, organizational, and coordinating skills; work independently, be innovative, flexible in prioritizing work, and be able to multitask.
- Work with and maintain confidentiality of confidential information and materials.
- Learn, interpret, and apply District policies, rules, and regulations.
- Take responsibility and use good judgment in recognizing the scope of authority.
- Compose correspondence independently.
- Take notes at meetings and conferences and transcribe them into clear and concise reports.
- Understand and carry out complex oral and written instructions.
- Research and compile statistical information and prepare reports.
- Stay current with the various district functions and calendar them for the Superintendent/President, Director of the Educational Foundation, and Foundation Board of Directors.
- Effective communication and verbal skills as an ambassador for the Office of the President and the College and Educational Foundation.
- Assist and facilitate problem resolution associated with matters related to students, staff management, Board of Trustees, and the general public.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

Other Requirements:

Possess a valid California driver's license and have a satisfactory driving record; attend meetings outside of regular work hours and at off-site locations; some local travel required. 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:

Two (2) years of college-level course work 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.

PHYSICAL CHARACTERISTICS: The physical abilities involved in the performance of essential duties are:

Speech and hearing to give and receive instructions, information, and presentations; vision to read text and computer screens; manual dexterity to use standard office equipment. This work is performed primarily in an indoor setting.