#### IMPERIAL COMMUNITY COLLEGE DISTRICT

**CLASS TITLE: EXECUTIVE ASSISTANT** 

#### **BASIC FUNCTION:**

Under the direction of the Superintendent/President, assist by planning, coordinating and participating in support activities of the Superintendent/President and the Governing Board of the College. Perform complex and responsible secretarial and clerical duties; uses initiative and independent judgment in the application of administrative decisions and policymaking; assure accurate interpretation of policies, procedures and standards to an extensive range of public and organizational contact. Maintain a high level of confidentiality in the performance of duties.

#### REPRESENTATIVE DUTIES:

Perform varied and responsible secretarial duties to assist in the processing and completion of administrative operations for the Superintendent/President.

Process administrative details not requiring the immediate attention of the Superintendent/President; prepare information needed in administrative decisions and in facilitating implementation of policies and programs.

Acts as an information resource regarding the College's policies and procedures; provide information where judgment, knowledge and interpretations are used, especially in the proper handling of confidential information.

Coordinates and prepares all necessary items in preparation for District Board of Trustees meetings.

Prepare a variety of letters and documents including agendas and minutes of Board meetings, resolutions, manuals, statistical reports, and final reports; compose memos, correspondence and other procedural matters as required.

Maintains an index of Board actions for historical and reference purposes.

Coordinate and prepare all necessary items in preparation for President's Cabinet and Administrative Council meetings.

Monitor, direct and supervises classified and students assigned to the office.

Maintain control and research files on matters in progress for Board members, collectively and individually; provide assistance to Former Board members where necessary.

Prepare information needed in administrative decisions and in facilitating the implementation of college policies and programs.

# **EXECUTIVE ASSISTANT (CONTINUED)**

Interview office visitors and telephone callers; answer questions, resolves complaints where appropriate; provide desired information as required, or refer to appropriate sources.

Arrange appropriate office support services such as reception coordination, planning logistics, and providing materials.

Prepare and maintain the Superintendent/President's calendar; schedule appointments, arrange for group meetings; transmit confidential and/or controversial information.

Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies and pending legislation.

Maintain a variety of records and files; receive, read, route and respond to mail of the Superintendent/President and the Governing Board.

Transmit orders, decisions, decisions and memoranda from the Superintendent/President and the Governing Board to various organizational units.

Propose and administer the budgets of the President's Office and the Board of Trustees.

Collect, compile and digest information pertaining to specified administrative and educational activities and operation functions as assigned.

Compile and direct local, State and national questionnaires and surveys as required.

Work with other offices and agencies coordinating specific activities and ensuring successful accomplishments and /or results.

Exercise discretion in representing the office of the Superintendent/President to staff and community members.

Perform other related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

## KNOWLEDGE OF:

Community college functions, policies, rules and regulations.

Proper office methods and practices including filing systems, receptionist and telephone techniques, letter and report writing.

Computer operation and word processing programs.

Practices involved in human relations, public relations, office management, and records management.

# **EXECUTIVE ASSISTANT (CONTINUED)**

Oral and written communication skills.

Basic research methods.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

#### ABILITY TO:

Understanding and independently carry out complex and written instructions.

Learn, interpret and successfully apply the College's policies, procedures, rules and regulations.

Apply good judgment in recognizing the scope of authority as delegated.

Analyze situations and make decisions on procedural matters without immediate supervision.

Analyze projects under the pressure of time.

Maintain the security and confidentiality of specified records and information.

Communicate effectively both orally and in writing.

Use appropriate and correct English, spelling, grammar and punctuation.

Operate word processing and spreadsheet software proficiently.

Operate a microcomputer, copier, calculator and facsimile machine.

Operate an electronic keyboard accurately at 65 words per minute.

Work independently with little direction.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Prepare and maintain records and files.

Perform research, compile data and prepare reports.

Work confidentially with discretion.

Plan and organize work.

Meet schedules and time lines.

Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by two years of college-level course work in secretarial science, office administration, business administration or related field and five years increasingly responsible secretarial experience including at least three years in an administrative office of a large public sector organization.

**LICENSE AND OTHER REQUIREMENTS:** This position is required to become a Notary Public.

**WORKING CONDITIONS:** Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to noise from office equipment operation, frequent interruptions and contact in person and on the telephone with members of the Board of Trustees, students, academic and classified staff and the public.

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# **EXECUTIVE ASSISTANT (CONTINUED)**

**PHYSICAL DEMANDS:** Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds.