

### EXECUTIVE ASSISTANT TO THE SUPERINTENDENT / PRESIDENT

| **Reports to:**  | Superintendent/President |  |  |
| --- | --- | --- | --- |
| **Dept:** | Multiple | **Range:** | 28 |
| **FLSA:** | Exempt | **EEO:** | Secretarial/Clerical |

*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 by individual positions.*

### BASIC FUNCTION:

Under general direction, perform highly responsible, complex and confidential administrative support work for the Superintendent/President; direct the administrative activities of the Office of the President; provide administrative support to the Board of Trustees; may act as Assistant Secretary to the Board of Trustees as assigned; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Provide secretarial and executive support to the Superintendent/President and the Board of Trustees; prepare draft memoranda, correspondence, board agenda materials and other documents and reports, often of a highly sensitive and confidential nature; ensure materials and reports for signature are accurate and complete; proofread and check typed documents and other materials for accuracy, completeness and compliance with district standards, policies and procedures; prepare agenda and meeting materials for board committee and other meetings and type minutes; make documents available to the public, as required.
2. Maintain the Superintendent/President’s and the board’s calendar; coordinate, arrange and confirm meetings; screen requests for appointments; refer appointment requests to appro­priate division or department.
3. Review, determine priority and route incoming correspondence, reports, requests and instructions; handle or refer matters as directed; act as liaison in coordinating matters between the board, the Office of the President, and other division and department heads; refer matters to appropriate departments and staff for action; follow up to ensure that needed action has been taken; respond to requests from the public and refer matters appropriately.
4. Determine the applicability of Public Records Act provisions to various Office of the Presi­dent and board records; upon request, furnish copies of minutes and other official records, certified and sealed as to their validity; work closely with records management staff in responding to public information requests.
5. Monitor department budget expenditures; track and process expenditures, encumbrances, reimbursements, stipends and payments; purchase supplies and equipment; research and correct discrepancies; process budgetary adjustments and transfers when warranted.
6. Independently research, compile and analyze legal and education codes, best practices, policies, procedures and data for a variety of internal and external reports and issues; create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports.
7. Attend board meetings, board committee meetings, college committee meetings, public hearings and other functions held on a variety of issues; coordinate the preparation of the agenda and docket items; upload agendas to website as required by government code and education code; schedule requests for public input at board meetings; record roll call votes on agenda items; ensure compliance with legal requirements governing the conduct of closed sessions; maintain legal board or committee records and disseminate all actions including minutes, resolutions, policies, procedures and agreements.
8. Coordinate revisions to Board of Trustees Policies and Procedures manual and submit to the President’s Cabinet, Academic and Classified Senates, and to the board for adoption; distribute hard copies to binder holders and post revisions to the board’s website; maintain historical record of Board of Trustees Policies and Procedures manual.

**As assigned to Assistant Secretary to the Board of Trustees:**

1. Analyze and ensure compliance with local, state and federal laws pertaining to public records, statements of economic interest, board member elections and campaign financing and advise the board and Superintendent/President regarding the requirements of such legislation; notify affected parties of Fair Political Practices Commission (FPPC) require­ments and deadlines; ensure filing deadlines are met and answer questions regarding filing issues from the board, covered district employees, candidates, the media and the public.
2. Coordinate the conduct of board elections and ballot measures; ensure all related processes, including verifying candidate eligibility, are in conformance with state and local election and campaign financing laws; submit candidate applications to the Registrar of Voters.

### OTHER DUTIES:

1. Coordinate travel arrangements, conference registrations and travel reimbursements.
2. Coordinate speaking engagements, special events, conferences, workshops and meetings.
3. Provide assistance, as needed, to the College Foundation.
4. Certify, attest to and notarize documents; serve as the district’s Notary Public.
5. Provide administrative support to regional SDICCA consortium when Superintendent/Pres­ident serves as president of the group.
6. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Advanced principles, practices, concepts and techniques used in customer service, public relations and community outreach.
2. Office administration and management practices and procedures.
3. Ordinances, state laws and other legal requirements applicable to the governmental structure of the district and specifically related to the functions and operations of the Board of Trustees and the board office.
4. The district’s student recordkeeping and general accounting systems, practices and proce­dures for processing student information and interpreting input and output data.
5. Principles and practices of public administration, including budgeting, purchasing and main­taining public records.
6. Research methods and analysis techniques.
7. Applicable ordinances and laws pertaining to hearings before the board, the conduct of board elections, and the maintenance and retention of public records.
8. Rules and regulations for the conduct of public meetings including the requirements of the Brown Act and parliamentary procedure.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. District organization, functions, rules, policies and procedures.
11. District human resources policies and labor contract provisions.
12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Analyze administrative problems, evaluate alternatives and adopt effective courses of action.
2. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
3. Work consultatively across the district.
4. Coordinate and ensure the timely, accurate preparation of board agendas and docket items.
5. Analyze and interpret complex legal documents and administrative procedures and regulations.
6. Establish priorities and work effectively and independently with many demands on time.
7. Maintain highly confidential information.
8. Coordinate effective board elections consistent with all legal requirements.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Operate a computer and standard business software.
12. Represent the district effectively in dealings with elected and appointed officials, district managers, faculty, staff, students and the public.
13. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from an associate degree program and at least eight years of progressively responsible administrative support experience, at least three of which were supporting a department head or higher or which involved interpretation of laws, regulations and other legal documents; or an equivalent combination of training and experience. A bachelor’s degree is preferred.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

A Notary Public license issued by the State of California must be maintained throughout the course of employment.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to lower-level staff, student employees and temporary staff.

**CONTACTS:**

Board of Trustees members, elected and appointed officials, Foundation donors and potential donors, community and business groups, district administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts 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.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and inter­ruption; inter­mittent exposure to individuals acting in a disagreeable fashion; occasional evening, week­end and/or holiday hours are required on an as-needed basis.