

### EXECUTIVE ASSISTANT TO THE VICE PRESIDENT

| **Reports to:**  | Vice President |  |  |
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| **Dept:** | Multiple | **Range:** | 26 |
| **FLSA:** | Nonexempt | **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 a Vice President; interpret and explain procedures; implement processes to ensure the proper functioning and information flow of the division office; facilitate division program review; provide support for strategic planning processes; assist with Governing Board docket items, contract/agreement projects; 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 administrative, logistical and technical support to a Vice President; compose and prepare memoranda, correspondence, Governing Board docket items, division reports, presentations, spreadsheets, forms and other documents, often of a highly sensitive and confidential nature; proofread and review typed documents and other materials for accuracy, completeness and compliance with division standards, policies and procedures.
2. Coordinate the Vice President’s and division calendars including scheduling meetings and resolving scheduling conflicts; assist the Vice President in developing and monitoring time­lines and schedules related to division activities and services; research and prepare back­ground packets for projects, meetings and events; coordinate travel requests and logistics including making reservations and processing reimbursements.
3. Act as liaison in coordinating matters between the Vice President and the Superintendent/ President’s office, other vice presidents, deans and administrators, faculty, staff and repre­sentatives of outside agencies; prioritize requests by departments within the division and facilitate the flow of information; prepare and distribute agendas for meetings; follow up on various assignments to ensure that needed action is taken; perform routine to difficult public relations duties over the phone and in person; respond independently to correspondence and email inquiries regarding division matters; relieve the Vice President of a variety of administrative details.
4. Monitor division budget expenditures for grants and division accounts; track and process expenditures, encumbrances, reimbursements, stipends and payments; research and aggregate departmental budgets and create budget forecasts; determine grant expense eligibility; track multiple funding sources; run aggregated budget reports through spread­sheets and financial systems and calculate budgets for departments and programs that directly report to the Vice President; research and correct discrepancies; process budgetary adjustments and transfers when warranted.
5. Facilitate the program review process for the division; create and maintain sensitive and confidential tracking spreadsheets and personnel files; coordinate timelines.
6. Work closely with Human Resources on behalf of the Vice President to coordinate the personnel processes including the hiring process. Work closely with the Dean, Student Life & Judicial Affairs and/or Human Resources on behalf of the Vice President for the timely resolution of student and/or employee grievance and discipline processes.
7. Independently research, compile and analyze data for a variety of internal and external reports; create, develop, maintain and update specialized and custom forms, databases, logs, files, records and reports.
8. Provide administrative support to a variety of committees and, when appropriate, student groups; keep minutes and records of assigned committees in accordance with the Brown Act; coordinate meetings and events; complete documentation and process requests for funds.

### OTHER DUTIES:

1. Provide backup to other division staff as needed.
2. Contact campus police or custodial staff as needed.
3. Provide lead-level work direction to other clerical staff and student workers as assigned.
4. Order supplies and equipment.
5. Update and maintain division-specific website and social media accounts.
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. The district’s student recordkeeping and general accounting systems, practices and proce­dures for processing student information and interpreting input and output data.
4. District practices and procedures for budgeting, purchasing and maintaining public records.
5. Payroll procedures and operations.
6. Bookkeeping and elementary accounting practices and procedures.
7. Provisions of the Brown Act.
8. Operations, services and activities of a community college district.
9. Common student needs, issues and concerns applicable to area of assignment.
10. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
11. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
12. Basic principles and practices of employee supervision.
13. District human resources policies and labor contract provisions.
14. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Assign and inspect the work of student workers and lower-level staff.
2. Organize and oversee the day-to-day operations, maintenance and activities of the department faculty administrative support.
3. Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
4. Work consultatively across the district and within the assigned school.
5. Establish priorities and work effectively and independently with many demands on time.
6. Analyze situations accurately and adopt effective courses of action.
7. Make calculations/tabulations and accurately process and review fiscal and related documents.
8. Administer and monitor a department budget.
9. Maintain highly confidential information.
10. Track statistical information utilizing complex spreadsheets and databases.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Operate a computer and standard business software.
14. Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position.
15. Represent the Vice President effectively in dealings with elected officials, other vice presidents, adminis­trators and the public.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. 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 six years of progressively respons­ible administrative support experience, at least two of which were supporting a depart­ment head or higher; 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.

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

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

**CONTACTS:**

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 required on an as-needed basis.