RIO HONDO COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO THE PRESIDENT/BOARD OF TRUSTEES
(CONFIDENTIAL)

DEFINITION

Under direction, to perform a variety of highly responsible, confidential, and complex secretarial, technical, and administrative duties in support of the President and Board of Trustees; to assist in planning, organizing, and coordinating support activities, operations, and functions related to the President's Office; and to provide general information and assistance to Administrators, staff, and the general public.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Attend to and process administrative details not requiring the immediate attention of the President and Board of Trustees; independently respond to routine letters and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Perform responsible and difficult secretarial, technical, and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible secretarial and administrative duties to assist in the processing and completion of administrative operations for the President and Board of Trustees.

Serve as a primary resource and information source regarding District policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer callers to appropriate sources as necessary.

Receive, compile, and organize information for the preparation of correspondence, documents, and reports as assigned; prepare a variety of correspondence, documents, and reports; compose confidential correspondence, documents, and reports; maintain confidentiality of information.

Prepare information needed in administrative decisions and in facilitating the implementation of District policies and programs; research, collect, compile, tabulate, analyze, and summarize data and information pertaining to specified activities, operations, or functions as assigned; prepare a variety of fiscal, statistical, and administrative summaries and reports.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assist in the preparation, coordination, and monitoring of assigned budgets including compiling
annual budget requests, recommending expenditure requests for designated accounts, and monitoring approved budget accounts.

Maintain detailed calendar for the President; arrange interviews, appointments, schedules, conferences, travel, and itineraries.

Develop, maintain, and automate filing systems, control records, logs, and other record keeping systems and indexes.

Oversee the processing of mail including opening, organizing, and routing incoming mail directed to the President, Board of Trustees, and other administrative personnel.

Establish and maintain complete records and files including financial, budget, operational, and administrative records.

Coordinate, supervise, and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion.

Coordinate campus-wide events hosted by the President.

Work with attorneys on faculty/staff grievances and personnel matters.

Coordinate the preparation of the agenda; take and transcribe minutes for the Board of Trustees meetings.

Represent the President at committee meetings as needed.

Serve as a member of the cabinet and management operation team by preparing the agenda and following up on items for the President.

Prepare appropriate background materials for the President in preparation for meetings in communicating with internal and external constituents.

Participate and assist in the administration of the President’s Office; recommend organizational or procedural changes affecting support activities; recommend improvements in work flow, procedures, and use of equipment and forms.

Operate modern office machines and equipment including word processors, typewriters, printers, copiers, calculators, and FAX machines; routinely use a full range of word processing and spreadsheet computer software applications including graphics and databases.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Promote equal opportunity and student and gender equity to effectively serve the District’s diverse community.
Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders.

Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Office management principles.

District policies and procedures.

Principles and practices of budget development and administration.

Principles and practices of fiscal, statistical, and administrative data collection and report preparation.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code and Brown Act.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing.

Principles and procedures of record keeping.

Principles and techniques used in dealing with the public.

Word processing and personal computer methods, techniques, and programs including graphics and spreadsheet and database applications.

Mathematical principles.

Procedures used in minute taking and preparation.
Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Type at a speed of 55 words per minute and enter data at a speed necessary for successful job performance.

Take and transcribe minutes.

Operate a motor vehicle safely.

**Ability to:**

Interpret and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and District policies and procedures.

Research, compile, analyze, interpret and prepare a variety of fiscal, statistical and administrative reports.

Compile, tabulate, and analyze data and information and prepare summaries and reports.

Develop operating procedures to implement programs and policies.

Read, understand, apply, and explain technical policies and procedural requirements.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Work under limited supervision within a broad framework of standard policies and procedures.

Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.

Respond to questions from the public and District personnel regarding policies and procedures.

Work cooperatively with other departments, divisions, District officials, and outside agencies.

Analyze situations carefully and adopt effective courses of action.

Maintain sensitive and confidential labor relations data and information.
Independently prepare correspondence and memoranda.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Three years of increasingly responsible administrative secretarial support experience.

**Training:**

Equivalent to an Associate’s degree. A Bachelor’s degree is desirable.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

**Effective Date:** May 11, 2005

**Range:** 77