

RIO HONDO COMMUNITY COLLEGE DISTRICT

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

DEFINITION

Under direction of the Superintendent/President, 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.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- a. 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. E
- b. 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. E
- c. Serve as a primary resource and information source regarding District policies, procedures, objectives, and operational functions; receive 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. E
- d. 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. E
- e. Prepare information needed 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. E
- f. 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. E

- g. Maintain detailed calendar for the President; appointments, schedules, conferences, travel, and itineraries. E
- h. Develop, maintain, and automate filing systems, control records, logs, and other record keeping systems and indexes. E
- i. Oversee the processing of mail including opening, organizing, and routing incoming mail directed to the President; and Board of Trustees. E
- j. Establish and maintain complete records and files including financial, budget, operational, and administrative records. E
- k. Coordinate and monitor special projects, assignments and activities as assigned; maintain control files on matters in progress and expedite their completion. E
- l. Coordinate campus-wide events hosted by the President. E
- m. Coordinate the preparation of the agenda; take and transcribe minutes for the Board of Trustees meetings. E
- n. Represent the President at committee meetings as needed. E
- o. Serve as a member of the management operation team by preparing the agenda and following up on items for the President. E
- p. Prepare appropriate background materials for the President in preparation for meetings in communicating with internal and external constituents. E
- q. 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. E
- r. 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. E
- s. Promote equal opportunity and student and gender equity to effectively serve the District's diverse community. E
- t. Order, receive, inventory, store, and distribute supplies, forms, and related items; prepare purchase orders. E

- u. Attend and participate in staff meetings and related activities; attend workshops, conferences, and classes to increase professional knowledge. E
- v. Perform other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

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

EDUCATION, TRAINING AND EXPERIENCE:

- Five years of increasingly responsible administrative support experience.
- A Bachelor's degree is required.

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.

Range: 77

Effective Date: May 11, 2005; July 17, 2018 (revised)

The Americans with Disabilities Act (ADA) requires us to identify the essential (E) of the job duties/functions of the position. We have indicated those duties with an E on the job description.