

**PERALTA COMMUNITY COLLEGE DISTRICT**

**CLASSIFIED CONFIDENTIAL JOB DESCRIPTION**

**EXECUTIVE ASSISTANT/GENERAL SERVICES**

**(Confidential Salary Range 31)**

**Job Code: 930**

**CLASS PURPOSE**

Under the super vision of the Vice Chancellor for General Services, performs complex professional level work in the analysis, research and preparation of a variety of reports; monitors district programs and projects in accordance with District, Federal and State statutes; provides secretarial and executive administrative support duties to the Vice Chancellor for General Services.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for administrative support services for the Office of the Vice Chancellor.
- Serve as liaison between the Vice Chancellor's management staff, academic and classified staff, unions, representatives of community agencies and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring caller to the executive or others.
- Coordinate and support the Vice Chancellor's complex activity and appointment calendar (using MS Outlook) which includes time management, on and offsite meeting arrangements, coordination of internal manager meetings, workshop conferences, and appointments with staff and Vendors.
- Perform a variety of complex, difficult and responsible administrative support duties; takes and transcribes dictation and types a variety of correspondence, memoranda, reports, statistical reports and other confidential materials.
- Research and assemble records, data, and confidential materials and other confidential matters.
- Perform research and other work related to a variety of employee-employer related matters. Research such as calling other community colleges on behalf of the Vice Chancellor to determine changes and other pertinent information.
- Assist in maintaining complex, interrelated administrative and confidential filing systems and records.

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- Take and transcribe minutes of meetings, including Board Facilities meetings and Vice Chancellor committee meetings.
- Research, collect, and prepare daily back-up and detailed briefing materials, agendas, notes, and other materials in support of the Vice Chancellor's appointments and meetings. Assists with preparation of PowerPoint presentations, Excel spreadsheets, financial reports, and a variety of planning and communications documents.
- Process paperwork for travel reimbursement and checks documents for accuracy.
- Initiate, review and process requisitions for invoices, supplies, equipment services for the Vice Chancellor's Office and check for accuracy and completeness. Maintain receiving records for invoices, supplies, equipment, vendor files and catalogs.
- Performs a wide range of advanced clerical duties related to the operation of the office; serves as liaison between an administrator and other district offices; serves in a liaison and/or resource capacity on projects and assignments.
- Assist in monitoring the Vice Chancellor's budgets; assist with the development of long-range budgetary planning and projections; assist with annual unit budget spreadsheets. Check accuracy of allocations and expenditures; monitor expenditures; develop, maintain, and manage internal accounting systems and procedures; track unit expenses and provides status reports.
- Provide support in litigation such as document production and serves as liaison to outside attorneys, regarding construction and bidding litigations.
- Screen incoming calls and visitors, referring them to the Vice Chancellor or his staff, providing information as appropriate, or taking accurate and complete messages. Provides liaison functions between the Office of the Vice Chancellor and staff at all levels, Trustees, and members of the public who contact the office with service complaints.
- Communicate routinely with campus executives and administrative leadership to ensure that they are appropriately integrated on key issues, and keep the Vice Chancellor apprised of vital situations requiring immediate attention and triage.
- Open, annotate, and route mail to the Vice Chancellor and others of his staff, and drafts responses for the Vice Chancellor as appropriate. Handle highly confidential material, correspondence, personnel files and documents.
- Operates a variety of modern office equipment; order supplies and equipment for the Vice Chancellor and assures proper functioning of this office equipment.
- Serve as resource to other offices for information, policy and practice orientation, and general file materials.
- Conduct surveys with regards to security and police services, district-wide, relative to other community colleges.
- Assist with meetings relating to employee disciplinary hearings.
- Maintain the Department of General Services divisional websites and Measure A website.
- Provide support in responding to Public Records Act requests.
- Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited college or university and two years of secretarial and/ or technical support experience; including one year at the Senior Secretary or Staff Assistant level; or an equivalent combination of training and/ or experience that could likely provide the desired knowledge and abilities to perform the duties of the position.
2. Knowledge of and proficiency in the operation and use of personal computers utilizing word processing, spreadsheets and database management software programs (e.g., MS Office Suite, MS Word, MS Excel, MS Access and MS PowerPoint, etc.) and
3. the Internet browser, websites and e-mail.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

1. A thorough understanding of administrative practices.
2. Able to make educated and informed decisions; prioritize conflicting needs; handle matters expeditiously; follow through on projects to successful completion, often with deadline pressures and conflicting priorities; handle sensitive and confidential information with discretion. Excellent communication skills (oral and written).
3. Demonstrated experience and knowledge of PeopleSoft information system.
4. Ability to work in a collaborative environment and function as a member of the Vice Chancellor's Team.
5. Knowledge of:
  - Modern executive office management, practices procedures and equipment.
  - Basic arithmetical proficiency
  - Basic research methods and techniques.
6. Ability to:
  - Prepare and maintain accurate and complete records and files.
  - Interpret and apply a variety of rules, regulations, statutes, policies and procedures relating to District operations.
  - Maintain confidentiality of information and materials.
  - Exercise independent judgment regarding the Vice Chancellor's priorities based on knowledge of public affairs, Campus relations and Vice Chancellor's Office activities.
  - Perform a variety of technical support duties related to public education administration.
  - Establish and maintain cooperative working relationships with coworkers, other staff, faculty and administrators.
  - Type and/or operate an automated keyboard with speed and accuracy to produce word processing, spreadsheets, and database management documents.
  - Exercises good judgment and discretion analyzing and resolving confidential, difficult and sensitive situations.
  - Communicates effectively both orally and in writing.
  - Operate modern office equipment.
  - Take dictation in shorthand or speed writing and transcribes notes accurately.
  - Direct, supervise, monitor and motivate personnel in performing administrative functions.

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### **ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

### **PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

### **TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Revised: N/A