

**PERALTA COMMUNITY COLLEGE DISTRICT - October 17, 2012**

**CLASSIFIED JOB DESCRIPTION**

**EXECUTIVE ASSISTANT  
(SEIU Local 1021 Salary Range 95)  
Job Code: 991**

**CLASS PURPOSE**

Under the direction of an administrator, such as an Executive Vice President or Associate Vice Chancellor, performs professional level work in the analysis, research and preparation of a variety of reports; monitors programs and projects in accordance with District, Federal and State statutes; provides secretarial and administrative support.

**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.

- Performs a variety of complex, difficult and responsible executive level administrative support
- Prepares a variety of correspondence, memoranda, reports, statistical reports and other materials; may compile statistical, fiscal and financial data and other information for inclusion into special and periodic reports; composes correspondences independently; prepares agendas and meeting materials, and distributes meeting packets
- Serves as liaison between the supported administrator, management staff, academic and classified staff, students, 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 callers to the supported administrator or others
- Prepares agenda/information, attend meetings, takes minutes and draft material, or compose correspondence as directed
- Maintains the administrator's calendar; arranges and schedules a variety of meetings, programs, workshops and conferences as required
- Makes travel arrangements for the administrator; completes appropriate forms for meeting registration and reimbursement requests
- Prepares requisitions and orders supplies and equipment for the office; assures proper functioning of office equipment

**Job Description:** Executive Assistant

- Creates and maintains complex, interrelated administrative, confidential and legal filing systems and records, including, but not limited to, historical and legal records of the College or Department, the administrator's correspondence, personnel records, and records of employee, student, and vendor grievances.
- Assist with, and oversees the budget activities of the office; monitors expenditures of funds, initiates fund transfers and other procedures necessary to maintain sound day-to-day budget activities
- Establishes and maintains complex, interrelated administrative filing systems and records
- 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
- Screens incoming calls and visitors, referring them to the administrator or the appropriate staff, providing information as appropriate, or taking accurate and complete messages. Provides liaison functions between the administrator and staff at all levels, Trustees, and members of the public who contact the office with service complaints
- Schedules meetings and conferences, sets up appointments, and may represent the administrator at meetings to obtain information relevant to the administrator's responsibilities.
- Opens and routes mail to the administrator and other staff, and drafts responses to the President or Chancellor as appropriate.
- Serve as resource to other offices for information, policy and practice orientation, and general file materials
- Oversee department projects, events and various function related procedures including updating related policies and procedures, form distribution and information/document tracking.
- Performs other related duties as assigned
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Bachelor's degree from an accredited college or university and four (4) years of experience in performing professional-level work in the field OR an equivalent combination of education and qualifying professional experience that would provide the skills, knowledge, and ability needed to fulfill the duties assigned to the position.
2. Knowledge of:
  - Modern executive office management, practices procedures and equipment.
  - Basic arithmetical proficiency.
  - Basic research methods and techniques.
3. Ability to:
  - Prepare and maintain accurate and complete records and files.

**Job Description:** Executive Assistant

- Interpret and apply a variety of rules, regulations, statutes, policies and procedures relating to District operations.
  - Maintain confidentiality of information and materials.
  - 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 with speed and accuracy to produce correspondence, reports, 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.
  - Direct, monitor, and motivate personnel in performing administrative functions.
4. Knowledge of and proficiency in the utilization of standard office productivity software programs (e.g., MS Word, Excel, Access, PowerPoint, email), personal computers, and the internet.
  5. 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**

- Ability to work in a collaborative environment and function as a member of the administrator's team.

**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

**Job Description:** Executive Assistant

- 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