

PERALTA COMMUNITY COLLEGE DISTRICT – October 2003

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**EXECUTIVE ASSISTANT/CHANCELLOR'S OFFICE
(Confidential Salary Range 34)
Job Code: 930**

CLASS PURPOSE

Under the direction of the Chancellor, performs 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 administrative support duties to the Chancellor.

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.

- Reports to and is directly responsible for administrative support services for the Chancellor.
- Performs 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 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 Chancellor, 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 executive or others.
- Maintains Chancellor's calendar; arranges and schedules a variety of meetings, programs, workshops and conferences as required.
- Prepares the Chancellor's daily schedule and appropriate back up material for meetings and other activities.
- Makes travel arrangements for the Chancellor; 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.
- Attend meetings and takes and transcribes minutes of various meetings; receives and transcribes dictation from the Chancellor, types from draft material, or compose correspondence from general direction.

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- Oversees and maintains 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 and confidential 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 Chancellor or his staff, providing information as appropriate, or taking accurate and complete messages. Provides liaison functions between the Office of the Chancellor and staff at all levels, Trustees, and members of the public who contact the office with service complaints.
- Opens, annotates, and routes mail to the Chancellor and others of his staff, and drafts responses for the Chancellor as appropriate. Handles highly confidential material—correspondence, personnel files and documents.
- Operates a variety of modern office equipment including personal computers, related software programs, printers, copiers, facsimile machine, calculator, typewriters, computer terminals and mainframe interface systems required to provide responsible administrative support to an executive or district official; order supplies and equipment and assures proper functioning of office equipment.
- Serve as resource to other offices for information, policy and practice orientation, and general file materials.
- In the absence of other staff in the Chancellor's office, assumes responsibilities of their positions as needed, and may occasionally take minutes of the meetings.
- 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:
 - 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.
 - Interpret and apply a variety of rules, regulations, statutes, policies and procedures relating to District operations.

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- 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 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.
 - Communicate effectively both orally and in writing.
 - Operate modern office equipment.
 - Take dictation in shorthand or speedwriting and transcribes notes accurately.
 - Direct, monitor and motivate personnel in performing administrative functions.
4. 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 the Internet browser, websites and e-mail.
 5. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
 6. Ability to work in a collaborative environment and function as a member of the Chancellor's Team.
 7. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural and disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- A thorough understanding of administrative practices.

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

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- 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