

PERALTA COMMUNITY COLLEGE DISTRICT - April 27, 2010

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

EXECUTIVE ASSISTANT(FINANCE & ACCOUNTING)

(Confidential Salary Range 31)

Job Code: 951

CLASS PURPOSE

Under the supervision of the Vice Chancellor for Finance, provide a broad range of routine paraprofessional, technical, and administrative support services. Prepare various routine and specialized administrative documents and correspondence, and coordinate or oversee all day-to-day office operations and administrative support activities. Assist in routine aspects of potential litigation, factual research and analysis, and drafting of documentation.

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.

- Report to and is directly responsible for providing administrative support services to the Vice Chancellor for Finance.
- Serve as liaison between the Vice Chancellor, 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.
- Operate standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may use other department-specific equipment. May plan, direct and review the work of student employees.
- Schedule, coordinate, and facilitate meetings and conferences, arranging travel, lodging, facilities, and reimbursement as appropriate for the Vice Chancellor and other department administrators, as directed.
- Contact college administrators, members of the Board of Trustees, public agencies and members of the public to obtain or transmit information for the Vice Chancellor.
- Establish and maintain a file tracking system, databases, records, and/or other documents; maintain confidential files.
- May compile statistical, fiscal and financial data and other information for inclusion into special and periodic reports; compose correspondence independently; prepare agendas and meeting materials, and distribute meeting packets.
- Research and assemble records, data, and confidential materials related to employee/employer relations, labor relations activities and other confidential matters.

Job Description: Executive Assistant/Finance & Accounting

- In accordance with adopted Board policy, monitor the Districts procedures for hiring Independent Contractors/Consultants.
- Transcribe recordings and produce a variety of correspondence, memoranda, reports and documents from prior documents; utilize standard word processing, spreadsheet and data base applications; prepare agendas and may attend and take minutes of meetings, advisory and administrative groups.
- Assist directly in a wide range of administrative and operational functions.
- Order and maintain office supplies and arranges for maintenance to facilities and equipment and other services as required.
- Compile, review, and organize evidence and other information for administrative agencies.
- Maintain the budget activities of the office; monitor expenditures of funds; initiate fund transfers and other procedures necessary to maintain sound day-to-day budget activities.
- 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; 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. Demonstrated proficiency in business English usage, spelling, grammar and punctuation, basic arithmetic, filing and record keeping procedures and telephone techniques.
3. Demonstrated 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.
4. Knowledge of:
 - Modern executive office management, practices procedures and equipment.
 - Basic arithmetical proficiency.
 - Basic research methods and techniques.
5. Superior organizational skills and demonstrated ability to meet deadlines, work under pressure and shift priorities.
6. Ability to perform and complete difficult and responsible administrative support work with speed and accuracy; work cooperatively with others and meet the public with courtesy and tact; and work effectively and maintain the work flow even when experiencing frequent interruptions.
7. Demonstrated ability to establish and maintain cooperative working relationships with those contacted during the course of work.
8. Demonstrated ability to exercise good judgment and discretion in maintaining confidentiality of privileged information obtained in the course of work, and ability to handle personnel matters, employee and public personnel inquiries, and difficult and sensitive situations effectively, and with sensitivity, tact and diplomacy.

Job Description: Executive Assistant/Finance & Accounting

9. Demonstrated proficiency in using online information systems (such as human resources, and budget and finance systems).
10. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
11. 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

- None

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