

PERALTA COMMUNITY COLLEGE DISTRICT - December 2, 2009

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**EXECUTIVE ASSISTANT/PRESIDENT'S OFFICE
(Confidential Salary Range 31)
Job Code: 954**

CLASS PURPOSE

Under direction, serves as Executive Assistant to the President and performs a wide variety of highly complex, difficult, responsible secretarial and administrative support duties.

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.

- Analyzes, researches, writes and prepares reports, correspondence, charts, graphs, memoranda and other materials using word processing, spreadsheet, database and presentation software as appropriate.
- Trains support clerical or student staff.
- Records and transcribes minutes/notes from meetings for a variety of Presidential committees and councils; prepares and distributes memoranda, letters, flyers and other documents to the college community and general public by both regular and electronic mail.
- Attends meetings with the President and takes initiative to ensure appropriate follow-up and implementation as directed.
- Maintains records and tracks strategic planning projects, the accreditation process District special projects.
- Conducts research on District and Board policy and procedures, the California Education Code, and other legal topics pertaining to education including topical and subject area research on the internet.
- Schedules a variety of appointments (i.e., meetings, programs, workshops, conferences and interviews).
- 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, the President's correspondence, personnel records, and records of employee, student, and vendor grievances.
- Serves as liaison between the President and college administration, officials at the District and other Peralta Colleges and the State Chancellor's Office; ensures that the President is informed of matters that require attention and action.

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- Provides advance staff work for the President in preparation of meetings, presentations, etc., for internal and external constituencies; prepares and assembles agenda materials for meetings, programs and conferences.
- Tracks incoming correspondence; reviews, annotates and directs to appropriate administrative and other staff for appropriate follow-up and implementation; handles highly confidential material (i.e., legal and personnel correspondence, documents and files) as appropriate.
- Analyzes situations and makes decisions regarding procedural matters without immediate supervision.
- Screens visitors and incoming calls, referring items to the President, administrative or other staff as appropriate; provides information and takes accurate and complete messages where judgment, common knowledge and interpretation of policies and regulations are necessary.
- Assists in managing the budget(s) of the Office of the President; orders and completes the requisition process for supplies, equipment, payment of bills and invoices; arranges and completes appropriate paperwork for all Presidential travel.
- Assists the President in coordinating College shared governance activities; works with faculty, staff and student leadership to accomplish shared governance obligations and in solving shared governance problems.
- 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.
 - 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.

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- Exercise 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. 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

- 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
- 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

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- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

Standard Office Equipment.

Revised: N/A