

**PERALTA COMMUNITY COLLEGE DISTRICT – March 2012**

**CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION**

**EXECUTIVE ASSISTANT (VICE CHANCELLOR'S OFFICE)  
(Management Salary Range 31)  
Job Code: 525**

**CLASS PURPOSE**

Under general supervision, performs variety of complex, difficult and responsible administrative support duties at the executive level to the Vice Chancellor of Academic Affairs.

**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.

- 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.
- Screens incoming calls and visitors, referring them to the Vice Chancellor or the appropriate 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 who contact the office with service complaints.
- Opens and routes mail to the Vice Chancellor and other staff and drafts responses as appropriate. Handles highly confidential material—correspondence, personnel files and documents.
- Coordinates the full-cycle District-wide Tenure Review process including updating related policies and procedures, form distribution and tracking, event planning and various other functions relating to the Tenure Review process.
- Serves as liaison between the Vice 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 Vice Chancellor or others.
- Prepares the annual Academic Calendar and the eleven and twelve month calendar contracts.
- Prepares agenda/information, attend meetings, takes minutes and draft material, or compose correspondence as directed.
- Maintains Vice Chancellor's calendar; arranges and schedules a variety of meetings, programs, workshops and conferences as required.
- Makes travel arrangements for the Vice 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.
- ✓ 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.
- ✓ Initiates hiring ePAFs, requisitions, budget transfers and budget journals in a complete and timely manner.
- ✓ Submits full and accurate Board Items for Academic Affairs in the system utilized by the District.
- ✓ Prepares independent contractor and consultant documentation for proper approval.
- ✓ Works with Purchasing and Finance personnel to assist with problem solving and improve efficiency.
- ✓ Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
- ✓ Serve as resource to other offices for information, policy and practice orientation, and general file materials.
- ✓ Train and oversee the work conducted by clerical staff and/or students in the department of Academic Affairs.
- ✓ Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

1. Graduation from an accredited college or university and two (2) years of secretarial and/or technical support experience; including one (1) 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. 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**

- ✓ Knowledge of:
  - Modern executive office management, practices procedures and equipment
  - Basic arithmetical proficiency
  - Basic research methods and techniques
- ✓ 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
- Exercises good judgment and discretion analyzing and resolving confidential, difficult and sensitive situations
- Communicates effectively both orally and in writing
- Direct, supervise, monitor and motivate personnel in performing administrative functions
- Ability to work in a collaborative environment and function as a member of the Chancellor's Team
- 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.

### **ENVIRONMENTAL DEMANDS**

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

### **MENTAL REQUIREMENTS**

- Analytical in mathematical comparisons.

### **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.
- Computer

Revised: June 2019