

PALOMAR COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO PRESIDENT/GOVERNING BOARD

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the Superintendent/President, supervise, assign, review and train staff responsible for performing a wide variety of complex and responsible secretarial and administrative duties in support of the Superintendent/President and the Governing Board; take, transcribe and distribute official Board minutes and maintain related files; organize and coordinate clerical activities and assure efficient operations.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Superintendent/President.

Exercises direct supervision over clerical and hourly staff.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Essential Functions:

1. Plan, prioritize, assign, and review the work of assigned staff responsible for performing a wide variety of clerical duties.
2. Establish work schedules and methods for providing the necessary support services to the Superintendent/President.
3. Perform complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the operations of the President's office and related educational administrative functions; stay abreast of updates of the Brown Act, Education Code, legislative bills pending and passed, *Robert's Rules of Order* and other legal requirements that may affect the District.
4. Organize the day-to-day activities of the President's office to assure efficient and effective office operations; coordinate communications; perform complex duties to assist the President.
5. Schedule and arrange meetings, appointments, interviews and conferences on and off campus; make travel and hotel arrangements as requested; plan and arrange special receptions, luncheons and other gatherings as requested.
6. Receive and transcribe dictation of letters and memoranda, including material of a confidential nature; prepare correspondence and memoranda independently or from oral instructions; collect information and prepare replies to requests from other institutions regarding District policies and procedures.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (*Continued*)

7. Respond to inquiries from the media and the public; answer questions and disseminates information as appropriate; interact regularly with and provide information and assistance to Governing Board members, potential donors, legislators and other administrative personnel
8. Coordinate communication and activities with other District departments and personnel, students, educational institutions, other outside organizations and the public.
9. Compile, prepare, type preliminary and final agenda items for Governing Board meetings; prepare, duplicate and distribute final agenda items and supporting back-up materials; assure Board agendas are posted in public places as required by law.
10. Assure agenda items proceed through appropriate channels and secure required approval and signatures; prepare Special Meeting Notices in accordance with the Brown Act; contact legal counsel to assure compliance with the Brown Act; assure compliance with legal deadlines; prepare final agenda with changes from Cabinet meetings.
11. Ensure that all legal requirements are met relating to maintenance of records of meetings, legal notices, actions of meetings and perform necessary follow-up activities.
12. Research and compose resolutions to be considered for Board policy; discuss proposed resolutions with District departments; formulate and control Board agendas.
13. Attend regular and special meetings of the Board and for the President's Advisory Council; take, transcribe, and distribute Board minutes and proceedings according to Robert's Rules requirements.
14. Set up Board Room prior to meeting; distribute materials as necessary; dismantle Board Room equipment and secure.
15. Update and index Governing Board Policy Manual in response to items approved by the Board.
16. Work with legislators' offices in coordinating special events; forward legislative advocacy information to Board and Cabinet members.
17. Operate a variety of office equipment and machines, including a personal computer, typewriter, FAX machine, transcription machine, calculator, tape recorder and copier.
18. Inspect documents, forms, records, reports and other materials for accuracy, completeness, and conformance to established standards; process a variety of forms and documents according to established procedures.
19. Type a variety of materials such as correspondence, reports, forms, memoranda, and other documents; format, proofread, and prepare materials on a personal computer
20. Prepare agenda items and backup materials for meetings; take and transcribe minutes and distribute to appropriate personnel.
21. Answer telephones, screen calls, take messages and follow through when necessary; assume duties of Administrative Assistant in her/his absence.
22. Provide work direction and training to student workers.
23. Perform other duties as assigned.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (Continued)

QUALIFICATIONS

Knowledge of:

Brown Act and Robert's Rules requirements
Modern office practices, procedures, and equipment
Functions and organizational policies of the District
Function and procedures of Board meetings
Operation of computer terminal and data entry techniques
Correct English usage, grammar, spelling, punctuation, and vocabulary
Oral and written communication skills
Interpersonal skills using tact, patience, and courtesy
Telephone techniques and etiquette
Principles of training and providing work direction
Office management techniques

Ability to:

Perform complex and responsible secretarial duties in support of the Governing Board
Prepare Board agenda, taking, transcribing, and distributing official Board minutes
Maintain current knowledge of applicable State Education Code and other laws, including the Brown Act
Prepare correspondence and reports independently.
Take dictation at 100 words per minute and transcribe accurately
Type at 70 net words per minute from clear copy
Work confidentially with discretion.
Meet schedules and timelines
Analyze situations accurately and adopt an effective course of action
Establish and maintain cooperative and effective working relationships with others

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible secretarial experience, including at least one-year experience involving parliamentary law.

Education/Training:

Equivalent to an Associate's Degree from an accredited college or university in secretarial science, legal secretary studies, or related field.

Licenses and other requirements:

Must qualify as a Notary Public within the first six months in this classification; ability to take shorthand at 100 words per minutes.

PALOMAR COMMUNITY COLLEGE DISTRICT
Executive Assistant to President/Governing Board (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; extensive contact with faculty, staff, Board members, outside vendors and the public; may travel to various locations.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for extensive use of computer keyboard, extensive verbal and electronic communication with others, walking, standing or sitting for prolonged periods of time; visual acuity for creating computer-generated work and reading printed materials; moderate or light lifting.