

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Executive Assistant (to Vice President)**

**Department:** Varies

**FLSA Status:** Non-Exempt

**Staff Category:** Confidential and Supervisory Team (CAST)

**Salary Range:** 48

**Supervision Received From:** An Assigned Assistant Superintendent/Vice President

**Original Date:** August 2014

**Supervision Given:** N/A

**Last Revision:** May 2015  
(Title change; formerly Administrative Assistant [to Vice President])

*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.*

**JOB SUMMARY.**

Responsible for providing complex secretarial and administrative support to an Assistant Superintendent/Vice President to include: coordinating daily operations of the office; performing highly specialized and confidential administrative work; maintaining calendars; responding to and resolving complaints; and taking and preparing meeting minutes.

**DISTINGUISHING CHARACTERISTICS.**

The Executive Assistant (to Vice President) is distinguished from the Executive Assistant (President's Office) in its responsibility for performing highly complex and confidential support for an assigned Assistant Superintendent/Vice President.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Organizes, coordinates, and oversees the day-to-day activities of the assigned office to ensure efficient and effective office operations; organizes and coordinates office activities and communications; performs complex duties to assist the administrator with details.
2. Performs complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the assigned area; performs duties with substantial initiative and judgment to attend to issues in the absence of the assigned Assistant Superintendent/Vice President as authorized.
3. Greets visitors and answers telephones; organizes and establishes filing and record-keeping systems; sorts and prioritizes mail and correspondence for administrator's personal reply or signature.
4. Serves as a liaison between administrators, faculty, staff, students, the community, and/or other relevant parties; provides information regarding District programs, policies, procedures, and regulations; responds to difficult, sensitive, and/or confidential inquiries or requests for information.

5. Coordinates the resolution of problematic issues and/or areas within assigned area of responsibility, including facilities, maintenance, equipment, and/or other related items.
6. Trains and directs student and short-term workers as assigned; organizes, coordinates, and oversees office workflow; assures completion of clerical assignments in accordance with established timelines and approved procedures.
7. Coordinates communication and activities with other District departments and personnel, students, educational institutions, vendors, outside organizations and the public.
8. Coordinates and processes various special projects and programs for the Assistant Superintendent/Vice President and the division; communicates policies and procedures with faculty, administration and staff; evaluates documents for completeness and accuracy.
9. Screens and directs calls and visitors to appropriate personnel; schedules and confirms appointments and interviews and maintains administrator's calendar; coordinates travel arrangements and accommodations.
10. Composes, types, disseminates, and prepares Governing Board actions for assigned area in accordance with established formats; compiles and organizes appropriate background materials.
11. Provides information and answers questions from students, District personnel, and the general public regarding District programs, policies, procedures, and regulations; relays information, messages, and directives from the administrator.
12. Enters data, maintains records, and generates reports for assigned area of responsibility.
13. Types a variety of correspondence, reports, forms, contracts, lists, requisitions, memoranda, letters and other documents from rough draft, verbal instruction, or general notes; formats, proofreads, and prepares a variety of written materials; maintains confidentiality of sensitive materials.
14. Receives and transcribes dictation of letters and memoranda, including material of a confidential nature; prepares correspondence and memoranda independently or from oral instructions; determines appropriate format and presentation.
15. Maintains a variety of complex hard copy and/or electronic files and records often involving confidential materials; maintains confidentiality, including, but not limited to, information regarding Governing Board, District, personnel, student, collective bargaining, and controversial matters.
16. Compiles information and data and assists in the preparation of statistical and narrative reports; conducts research as required; inspects documents, forms, records, and other materials for accuracy and completeness; processes forms and documents according to established procedures.
17. Prepares agenda items for division meetings; attends, participates, and takes and transcribes minutes and distributes to appropriate personnel.
18. Assists in the preparation, tracking, and monitoring of assigned budgets; assists division personnel in the development and allocation of budgets and expenditure of funds; inspects and resolves discrepancies in account balances.
19. Plans, coordinates, and organizes specialized programs, events, and/or other related items as assigned.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.

2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

## **QUALIFICATIONS.**

### **Knowledge of:**

1. Advanced knowledge of Microsoft Office suite software.
2. Organization, policies, and procedures of an assigned educational administration area.
3. Modern office practices, procedures and equipment.
4. Correct English usage, grammar, spelling, punctuation and vocabulary.
5. District organization, operations, policies and objectives.
6. Office management principles and practices.
7. Principles of business letter writing and basic report preparation.
8. Principles and practices of financial record-keeping and reporting.
9. Applicable federal, state, and local codes, laws, and regulations, including applicable sections of the California Education Code and the Privacy Act.
10. Administrative analysis and report writing techniques.
11. Basic budgeting principles.
12. Customer service principles, including the use of tact, patience, and courtesy.
13. Basic event planning principles and practices.
14. Telephone techniques and etiquette.
15. Public relations principles.
16. Record-keeping principles and practices.

### **Skill in:**

1. Performing complex and responsible secretarial and administrative support duties.
2. Interpreting, applying, and explaining rules, regulations, policies and procedures.
3. Using a computer and related software applications.
4. Establishing and revising priorities and policies of clerical work and office activities.
5. Organizing, coordinating, and overseeing office activities.
6. Maintaining confidentiality and exercising discretion.
7. Working independently with little direction; making decisions in procedural matters without immediate supervision.
8. Establishing and maintaining cooperative and effective working relationships with others.
9. Meeting schedules and timelines.
10. Conducting complex research and compiling and presenting results from multiple sources.
11. Coordinating the implementation of policies and procedural changes.
12. Performing mathematical calculations.

13. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
14. Communicating effectively, both orally and in writing.
15. Handling multiple priorities simultaneously.
16. Operating a variety of office equipment such as typewriter, word processor, computer terminal, calculator, copier and dictation equipment.
17. Making arrangements for meetings, travel and conferences.
18. Preparing and maintaining a variety of reports, records, and related items, including statistical and financial data.

**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 experience in an administrative office operating automated equipment and systems.

**Education/Training:**

An Associate's degree from an accredited institution in business administration or a related field.

**WORKING CONDITIONS.**

**Environmental Conditions:**

Office conditions; subject to constant interruptions and irate students and parents.

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; extensive verbal and electronic communication with systems users; and moderate or light lifting.