



**Classification Title: Senior Executive Assistant to the Superintendent/President and Governing Board**

<b>Department:</b>	President's Office	<b>EEO6 Code:</b>	4
<b>Employee Group:</b>	Confidential and Supervisory Team (CAST)	<b>Salary Grade:</b>	52
<b>Supervision Received From:</b>	Superintendent/President	<b>Date of Origin:</b>	August 2014
<b>Supervision Given:</b>	N/A	<b>Last Revision:</b>	September 2021

*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 by individual positions.*

**JOB SUMMARY.** Responsible for performing a wide variety of highly complex and confidential secretarial and administrative duties in support of the Superintendent/President and the Governing Board. Takes, transcribes, and distributes official Governing Board minutes and maintains related files; organizes and coordinates clerical activities, and ensures efficient operations relieving the Superintendent/President and Governing Board members of administrative detail.

**DISTINGUISHING CHARACTERISTICS.** The Senior Executive Assistant to the Superintendent/Governing Board is distinguished from the Executive Assistant (President's Office) classification by its highly confidential and complex administrative support work performed for the Superintendent/President and the Governing Board. This classification serves as the recording secretary to the Governing Board.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.**

**Essential Functions:** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs complex and responsible administrative assistance duties requiring specialized and extensive knowledge of the operations of the President's Office and related educational administrative functions; stays abreast of updates of the Ralph M. Brown Act, Education Code, legislative bills pending and passed, Robert's Rules of Order, and other legal requirements that may affect the District.
2. Organizes and manages the day-to-day activities of the President's Office/Governing Board Office to ensure efficient and effective office operations; establishes and implements methods for providing the necessary support services to the Superintendent/President and Governing Board members coordinates communications; performs a vast range of complex duties to assist the Superintendent/President and Governing Board members;
3. Schedules and arranges meetings, appointments, interviews, and conferences on- and off-campus; makes travel arrangements as requested; plans and arranges special receptions, luncheons, and other gatherings as requested.
4. Receives and transcribes dictation of letters and memoranda, including material of a confidential nature; prepares correspondence and memoranda independently or from oral instructions; collects information and prepares replies to requests from other institutions, external agencies, the general public, and other interested parties regarding District policies and procedures.
5. Responds to inquiries from the public; answers questions and disseminates information as appropriate; interacts regularly with and provides information and assistance to Governing Board members, potential donors, and other administrative personnel.

6. Coordinates communication and activities with other District departments and personnel, students, educational institutions, other outside organizations, and the public.
7. Compiles and prepares preliminary and final agenda items for Governing Board meetings; prepares, duplicates, and distributes final agenda items and supporting back-up materials; ensures Governing Board agendas are disseminated appropriately and posted as required by law; attends regular and special meetings of the Governing Board; drafts Governing Board minutes for Board approval; assigns resolution numbers to agenda items as needed; maintains a computerized directory of passed Governing Board resolutions and provides copies to appropriate internal departments; maintains Governing Board exhibit files.
8. Maintains the Governing Board website.
9. Participates in complex research projects associated with existing and proposed policy and procedures, organizational data, and/or other projects as assigned.
10. Serves as a liaison with the public for requests to place items on the Governing Board's agenda; ensures agenda items proceed through appropriate channels and secures required approvals and signatures; prepares Regular and Special Meeting Notices and agendas in accordance with the Brown Act; with approval of the Superintendent/President, may contact legal counsel to ensure compliance with the Brown Act or other Governing Board related matters; ensures compliance with legal deadlines.
11. Updates and coordinates Governing Board policies and administrative procedures as part of the District's review cycle and in response to updates provided by the Community College League of California (CCLC).
12. Oversees the maintenance of Board minutes and meeting materials and District policies and procedures ensuring that all legal records retention requirements are met.
13. Researches and composes resolutions to be considered for Board policy, ensuring proper formulation and placement on agenda as appropriate; researches past Board actions when necessary; discusses proposed resolutions with District departments.
14. Sets up the Governing Board Room prior to meetings; distributes materials as necessary; dismantles Board Room and secures equipment; Ensures availability of parking for trustees, attorneys, and presenters; Provides appropriate instructions and guidance for members of the public wishing to participate in Board meetings.
15. Serves as the District Filing Officer for the Fair Political Practices Commission (FPPC) Form 700; monitors and notifies filers who fail to file, maintain filer records, coordinates with County Offices as needed; files enforcement referrals, if needed, with the FPPC.
16. Operates a variety of office equipment and machines, including, but not limited to, a personal computer, facsimile machine, transcription machine, calculator, audio recorder, webcam, and photocopier.
17. Inspects documents, forms, records, reports and other materials for accuracy, completeness, and conformance to established standards; processes a variety of forms and documents according to established procedures.
18. Plans, coordinates, and organizes specialized programs, workshops, events, and/or other related items as assigned.
19. Answers telephones, screens calls, takes messages, and takes appropriate action when necessary; assumes the duties of the Executive Assistant (President's Office) in their absence.
20. Plans, prioritizes, assigns, and reviews the work of assigned staff responsible for performing a wide variety of clerical duties.
21. Provides work direction and training to student workers.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, 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 councils, committees, subcommittees, task forces, and work groups.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Experience and Education/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:**

Five years of increasingly responsible secretarial experience, including at least one year of experience involving parliamentary procedure.

**Education/Training:**

An associate degree from an accredited institution in business administration or a related field.

**Licenses and Other Requirements:**

Must qualify as a Notary Public within the first six months of employment in this classification.

**Preferred Qualifications:**

Demonstrated professional experience working with elected officials for at least one year.

**Knowledge of:**

1. The Ralph M. Brown Act and parliamentary procedures; applicable federal, state, and local laws and regulations including, but not limited to, the California Government Code, California Education Code, and Title 5 of the California Code of Regulations.
2. Principles and practices of institutional accreditation.
3. Modern office practices, procedures, and equipment.
4. Organization, functions, policies, and procedures of the District.
5. Meeting functions and procedures of an elected governing body.
6. English usage, grammar, spelling, punctuation, and vocabulary.
7. Public relations principles and customer service techniques, including the use of tact, patience, and courtesy.
8. Telephone techniques and etiquette.
9. Office management principles, practices, and techniques.
10. Filing principles and practices.
11. Principles of business letter writing and basic report preparation.
12. Basic budgeting principles.
13. Basic accounting principles and practices.
14. Meeting and special event planning and preparation techniques.

**Skill in:**

1. Performing complex and responsible administrative support duties in support of a governing board and administrators.
2. Preparing governing body agendas utilizing BoardDocs or another cloud-based platform.
3. Writing official governing board minutes.
4. Interpreting, applying, and explaining rules, regulations, policies, and procedures.
5. Conducting complex research and compiling and presenting results from multiple sources.
6. Coordinating the implementation of policies and procedural changes.
7. Maintaining current knowledge of the California Education Code and other applicable federal, state, and local laws and regulations, including the Ralph M. Brown Act.
8. Preparing correspondence and reports independently.
9. Maintaining confidentiality and exercising discretion.
10. Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals.
11. Making decisions in procedural matters without immediate supervision.
12. Communicating effectively, in both oral and written English.
13. Analyzing situations accurately and adopting effective courses of action.
14. Establishing and maintaining cooperative and effective working relationships with others.
15. Using a computer and related software applications.
16. Organizing, coordinating, and overseeing office activities.
17. Making arrangements for meetings, travel, and conferences.
18. Performing basic mathematical calculations.
19. Developing and maintaining filing systems.
20. Handling multiple priorities simultaneously.
21. Preparing and maintaining a variety of reports, records, and related items, including statistical and financial data.
22. Adhering to schedules and timelines.
23. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

**WORKING CONDITIONS.**

**Environmental Conditions:** Office environment; exposure to computer screens; extensive contact with faculty, staff, Governing 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, and ambulating for extended periods of time; visual acuity for creating computer-generated work and reading printed materials; and moderate or light lifting.

**TERMS OF EMPLOYMENT.**

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.