EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

DEFINITION

Under general supervision, provides varied, complex and often confidential office administrative and secretarial assistance to the College Superintendent/President and the Governing Board; performs related duties as required or assigned.

CLASS CHARACTERISTICS

This class is distinguished from other College support classes in that incumbents provide varied, complex and often confidential office administrative and secretarial services to the Superintendent/President of the College and the Governing Board. General work guidelines are normally established by the Superintendent/President; however, day-to-day activities require the use of initiative and judgment in prioritizing work, dealing with staff or student-related confidential materials, or when dealing with a variety of college students and staff and representatives of the public.

EXAMPLES OF DUTIES (Illustrative Only)

- Coordinates the preparation and distribution of agenda and minutes for meetings of the Governing Board
- Provides administrative and secretarial support services to the Superintendent/President and carries out the business affairs of the Governing Board as a representative of the Superintendent/President
- Maintains records of the actions of the Boards
- Interfaces with the public to respond to inquiries and resolve problems directed to the Superintendent/President
- Maintains the Superintendent/President's calendar by scheduling meetings and screening requests
- Serves as the liaison between the Superintendent/President and students, staff, faculty, community organizations, governmental agencies and others by providing information and assistance regarding various College programs, schedules, procedures and requirements and resolving administrative problems
- Receives and screens visitors and telephone calls and takes messages or refers callers to the appropriate person, office and/or program
- Screens requests and schedules appointments with students, staff, faculty and others
- Coordinates a variety of special projects for the Superintendent/President and the Boards, as directed
- Researches and compiles a variety of informational materials from sources both inside and outside the office, including materials for submission to the Governing Board and for presentation at conferences
- Opens, sorts and prioritizes mail, attaches pertinent back-up materials and prepares responses
- Types or word processes drafts and a wide variety of finished documents from stenographic notes or electronic dictation, brief instructions or prior materials
EXAMPLES OF DUTIES: (continued)

- Uses word processing equipment and inputs or retrieves data and prepares reports using an on-line or personal computer system
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage
- Organizes own work, sets priorities, and meets critical deadlines
- Handles certain administrative details by following up on projects, transmitting information and keeping informed of relevant activities
- Makes conference and travel arrangements
- Organizes and maintains various office and instructional files, including confidential and tickler files
- Purges files as appropriate
- Performs related duties as required or assigned

QUALIFICATIONS

Knowledge of:

- Standard office administrative and secretarial practices and procedures, including filing and business letter writing
- Organization and function of an educational institution
- The terminology and basic principles and concepts of the administrative and instructional functional areas of the College
- The operation of standard office equipment, including a word processor and a personal or on-line computer
- Correct English usage, including spelling, grammar, punctuation and vocabulary
- Recordkeeping principles and practices
- Basic budgetary principles and standard business mathematics

Skill in:

- Providing varied, responsible and often confidential office administrative and secretarial assistance to the Superintendent/President
- Interpreting, applying and explaining complex policies and procedures
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction
- Researching, compiling and summarizing a variety of information
- Establishing and maintaining detailed and accurate records and files
- Composing correspondence independently or from brief instructions
- Editing a variety of written materials
- Using initiative and judgment within established guidelines
- Maintaining confidentiality of information
- Using tact and discretion in establishing and maintaining effective working relationships with those contacted in the course of the work
- Typing or operating a keyboard at a rate of 55 net words per minute from printed copy

NOTE: Specific positions may require skill in taking dictation by hand or stenographic machine at a rate of 80 words per minute and transcribing it accurately.
QUALIFICATIONS (continued)

Education and Experience:

A typical way of gaining the knowledge and skills outlined above is:

   Equivalent to graduation from high school and five years of secretarial experience providing office and administrative support, three years of which involved providing secretarial services to management or administrative staff. Completion of two years of coursework in business or office administration and experience in an educational setting are desirable.

July 1991