PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Executive Assistant to the Superintendent/Governing Board

Department: President’s Office

Staff Category: Confidential and Supervisory Team (CAST)

FLSA Status: Non-Exempt

Salary Range: 52

Supervision Received From: Superintendent/President

Original Date: August 2014

Supervision Given: N/A

Last Revision: August 2014

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 performing a wide variety of 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 Executive Assistant to the Superintendent/Governing Board is distinguished from the Administrative Assistant (President’s Office) classification by its highly confidential and complex secretarial work performed for the Superintendent/President and the Governing Board. This classification serves as the recording and executive secretary to the Governing Board.

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

1. Plans, prioritizes, assigns, and reviews the work of assigned staff responsible for performing a wide variety of clerical duties.

2. Establishes and implements methods for providing the necessary support services to the Superintendent/President and Governing Board members.

3. 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.

4. Organizes and manages the day-to-day activities of the President’s Office/Governing Board Office to ensure efficient and effective office operations; coordinates communications; performs a vast range of complex duties to assist the Superintendent/President and Governing Board members.

5. Schedules and arranges meetings, appointments, interviews, and conferences on- and off-campus; makes travel and hotel arrangements as requested; plans and arranges special receptions, luncheons, and other gatherings as requested.
6. 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.

7. Responds to inquiries from the media and the public; answers questions and disseminates information as appropriate; interacts regularly with and provides information and assistance to Governing Board members, potential donors, legislators and other administrative personnel.

8. Coordinates communication and activities with other District departments and personnel, students, educational institutions, other outside organizations, and the public.

9. Compiles, prepares, and types 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 in public places as required by law; attends regular and special meetings of the Governing Board and for the President’s Advisory Council; takes, transcribes, and distributes Governing Board minutes and proceedings according to Robert’s Rules of Order requirements; issues resolution numbers to agenda items; maintains a computerized directory of passed Governing Board resolutions and provides copies to appropriate internal departments; maintains Governing Board exhibit files.


11. Participates in complex research projects associated with existing and proposed policy and procedures, organizational data, and/or other projects as assigned.

12. Serves as a liaison with the public on 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 in accordance with the Brown Act; contacts legal counsel to ensure compliance with the Brown Act; ensures compliance with legal deadlines; prepares final agenda with changes from Cabinet meetings.

13. Ensures that all legal requirements are met relating to the maintenance of records of meetings, legal notices, and actions of meetings; performs necessary follow-up activities.

14. 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; oversees the maintenance of Board agendas.

15. Sets up Board Room prior to meetings; distributes materials as necessary; dismantles Board Room equipment and secure.

16. Operates a variety of office equipment and machines, including a personal computer, typewriter, FAX machine, transcription machine, calculator, tape recorder, and copier.

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. Updates and indexes Governing Board policies and administrative procedures in response to items approved by the Governing Board.

20. Answers telephones, screens calls, takes messages, and takes appropriate action when necessary; assumes the duties of the Administrative Assistant (President’s Office) in her/his absence.
21. Provides work direction and training to student workers.

**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:**

2. Modern office practices, procedures, and equipment.
3. Organization, functions, policies, and procedures of the District.
4. Governing Board meeting functions and procedures.
5. English usage, grammar, spelling, punctuation, and vocabulary.
6. Public relations principles, including the use of tact, patience, and courtesy.
7. Telephone techniques and etiquette.
8. Office management principles, practices, and techniques.
11. Basic budgeting principles.
13. Applicable federal, state, and local codes, laws, and regulations.
14. Meeting and special event planning and preparation techniques.

**Skill in:**

1. Performing complex and responsible administrative support duties in support of the Governing Board and Superintendent/President.
2. Preparing Governing Board agendas.
3. Taking, transcribing, and distributing official Governing Board minutes.
4. Interpreting, applying, and explaining rules, regulations, policies, and procedures.
5. Using a computer and related software applications.
6. Organizing, coordinating, and overseeing office activities.
7. Conducting complex research and compiling and presenting results from multiple sources.
8. Coordinating the implementation of policies and procedural changes.
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, both orally and in writing.

13. Making arrangements for meetings, travel, and conferences.

14. Developing and maintaining filing systems.

15. Handling multiple priorities simultaneously.

16. Preparing and maintaining a variety of reports, records, and related items, including statistical and financial data.

17. Maintaining current knowledge of the Education Code and other applicable laws, including the Ralph M. Brown Act.

18. Preparing correspondence and reports independently.

19. Maintaining confidentiality and exercising discretion.

20. Meeting schedules and timelines.

21. Analyzing situations accurately and adopt an effective course of action.

22. Establishing and maintaining 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:**

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

**Education/Training:**

An Associate’s 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; ability to take shorthand at 100 words per minute.

**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.