DEFINITION

Under the direction of a College President, serve as administrative assistant to the President, performing a wide variety of specialized, difficult and responsible administrative, secretarial, and clerical functions, and support a wide range of complex programs, projects and operations in which contacts must be tactfully handled. Oversees and coordinates the day-to-day office operations, as well as occasional special events; supervises and schedules work of subordinate clerical staff. Act as the primary point person for the President for both internal and external contacts, and dealing with and resolving the less complex issues and problems that arise and relieving the President of a wide variety of complex and routine administrative details on issues not requiring the immediate attention of the President.

DISTINGUISHING CHARACTERISTICS

The class of Executive Assistant to the President reports to a College President. Incumbents provide administrative support and direction to management and staff within assigned roles and relieve the College President of routine administrative details. The duties and responsibilities are somewhat similar to that of an Administrative Assistant, encompassing difficult, complex, and confidential secretarial and administrative functions and support of projects and operations of the College. Authority to make commitments and take responsibility for such decisions as well as delegation of the more standard administrative duties characterize this level of administrative support staff. This class requires a substantial amount of tact, independence, judgment, and initiative. The class of Administrative Assistant reports to a District Vice Chancellor. The class of Senior Office Manager has duties and responsibilities very similar to Administrative Assistant and Executive Assistant to the President, except there are less secretarial duties and more staff supervision and office management, office coordination and supervision of daily operations and services. Incumbents in this class often coordinate high-level department projects. The Senior Office Manager reports to a satellite campus site, or other administrative department manager.

EXAMPLE OF DUTIES

1. Serve as confidential secretary to the College President, performing a wide variety of difficult and complex administrative and secretarial duties and operational duties requiring careful coordination and administration, while relieving the President of routine administrative details.

2. Promote and maintain positive staff relations; screen incoming calls; greet and direct visitors, faculty and staff; maintain good public relations with college and community.

3. Serve as liaison between President and Chancellor, Board, College Presidents, Vice Presidents, Vice Chancellors, academic and classified staff on campus and throughout the District. Communicate and interact with a wide variety of people, including other campus officials, representatives of the State legislature and administrative staff, government officials, representatives from national organizations, accrediting commissions staff, representatives from private business, industry, the media, and the general public; exercise considerable judgment in decision-making and the answering of inquiries and directing people to proper person or department for resolution of issues.

4. Independently provide assistance to others in locating, communicating, and interpreting District and College policies and procedures; provide information to staff and applicants; exercise considerable policy interpretation related to the Education Code, bargaining agreements, government regulations, and other legal codes. Independently coordinate communications and activities within the District with other institutions, outside organizations, and the general public.
5. Schedule, organize, and manage the day-to-day activities of the President's office to assure efficient and effective office operations; maintain President's appointments with students, faculty, administrators, and the general public; develop itinerary and make travel arrangements; plan and organize large campus and community functions.

6. Review incoming mail; determine appropriate priorities and refer issues accordingly; compose replies for signature as appropriate; assure timely preparation and maintenance of appropriate records, reports, statistics and documentation. Compose and edit articles for ongoing special campus publications (President's Report and Campus Bulletins).

7. Take and transcribe complex dictation of correspondence, memoranda, speeches, and reports. Maintain office files and reports.

8. Prepare agendas for President's College and District committee meetings, including President's Cabinet, Citizens' Advisory Council, College Foundations, Students Disciplinary Hearings, San Diego Community College District Auxiliary Organization, and Committee on Academic Personnel (CAP) committee meetings; assemble information and prepare details for discussion; act as recording secretary for various college committees and organizations; take and prepare minutes and follow up on items, as necessary.

9. Approve designated administrative purchases; monitor and authorize budgets and office expenditures; process payments for purchases and contracts; monitor and maintain foundation, trust and contingency accounts.

10. Coordinate and assist in various projects. Coordinate the schedule of classes at a campus, commencement activities, college catalog, directory, and other publications. Assist in the College's fund raising efforts by developing correspondence, monitoring responses, disseminating appropriate information, answering inquiries, collecting data and donations, and following up on others action taken by the President. Assist in the accreditation process; decide on procedural matters, within the scope of the position's responsibility in the absence of the President.

11. Participate in the hiring of staff and faculty, student grievances, staff evaluations, and other personnel issues. Screen, interview, and recommend.

12. Collect, compile, assemble, and prepare information, data and reports for special studies and surveys related to the operation of the College; follow through on special projects and assignments related to the President's community and/or educational ventures.

13. Assist in the development of grant proposals and Board docket items; advise on procedures to be followed; create supporting material; verify data for accuracy, completeness, and compliance with established procedures. May prepare overheads, develop handout material, and conduct other logistics for executive presentations held at the college campus.

14. Operate a microcomputer using word processing, spreadsheet, and data base programs and imaging presentation suites of application software to prepare a variety of correspondence, memoranda, reports, and other materials.

15. Supervise, train, and evaluate assigned President’s Office staff; coordinate, schedule, and review office work flow; provide work direction; serve as office manager.

16. Perform related duties as assigned.
DESIRABLE QUALIFICATIONS

Knowledge:
- Applicable sections of State Education Codes.
- Basic accounting and bookkeeping.
- Community College organization, operations, policies, terminology, rules, collective bargaining contracts, programs, and objectives.
- Computer software including word processing, spreadsheets, databases and imaging presentation suites of application software.
- District organization, operations, policies, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment.
- Operation, procedures, and precedent of office to which assigned.
- Operation of microcomputers and mainframe computer terminals.
- Oral and written communications skills.
- Principles and practices of administration, office management, employee supervision and training.
- Procedures and practices used in budget analysis, preparation and maintenance.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:
- Analyze situations accurately and adopt an effective course of action.
- Assemble diverse data and prepare reports.
- Basic accounting/booking skills for maintaining various budget accounts.
- Communicate effectively both orally and in writing.
- Compose difficult correspondence and reports independently.
- Coordinate special events.
- Deal with constant interruptions.
- Effectively relieve the manager of routine administrative details.
- Establish and maintain effective working relationships with others.
- Handle increased work load effectively.
- Interpersonal skills using tact, diplomacy and courtesy.
- Interpret and apply the most complex District and campus rules, laws, and policies, as well as Ed Code regulations.
- Learn new computer software, technology, and phone system.
- Learn quickly to apply specific rules, policies, and procedures of the specific office or program to which assigned.
- Maintain a variety of records and files.
- Maintain complex interrelated files and records.
- Maintain composure during stressful and urgent situations.
- Make independent decisions and solve problems.
- Make simple arithmetic calculations.
- Meet schedules and time lines.
- Operate a microcomputer and business-related software involving word processing, spreadsheets and databases.
- Operate a variety of standard office equipment.
- Perform difficult and complex secretarial and clerical work and effectively relieve the College President of routine administrative details.
- Plan and organize work.
- Prepare reports.
- Prepare and maintain budget documents.
- Reprioritize work schedules.
- Supervisory and office management skills.
- Train and provide work direction to others.
Transcribe dictation at a speed of 100 words per minute.
Type 65 words per minute.
Understand and follow oral and written directions.
Work independently, confidentially, with discretion.

Training and Experience:
Any combination of training and experience equivalent to: core course work for an Associate Degree in Secretarial Sciences/Office Services and related Technologies and/or five years of increasingly responsible experience at an administrative secretary level including at least two years in an educational setting with a minimum of one year lead and/or supervisory experience.

WORKING CONDITIONS

Physical Requirements:
Category III, usually minimum.

Environment:
Favorable, usually involves an office with many interruptions; often stressful.