

Barstow Community College District

JOB DESCRIPTION

CLASS TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT

BASIC FUNCTION:

Under the direction of the President, perform highly responsible and complex administrative and secretarial work, exercising independent judgment in relieving the President of administrative detail; assist in the maintenance of a positive image of the District throughout the community; serve as secretary to the Governing Board; evaluate and determine the most appropriate steps to assure the proper functioning and information flow of the office.

REPRESENTATIVE DUTIES:

- Organize and perform varied and complex secretarial duties of the Office of the President; serve as liaison between the President and Governing Board, District employees and the community as appropriate. *E*
- Assemble, prepare and distribute board agendas, minutes and supplemental materials; attend a variety of meetings, including Board meetings and record proceedings; prepare comprehensive official minutes; maintain official records of Board minutes including labeling, and cross-filing. *E*
- Serve as receptionist for the Office of the President and the Governing Board; screen visitors, mail and telephone calls; provide accurate pertinent information regarding rules, regulations, laws and policies; relieve the President and the Board of considerable administrative detail. *E*
- Distribute and file various forms and documentation related to public employee's economic interest; submit and maintain related forms according to established procedures. *E*
- Maintain the President's calendar; schedule meetings and appointments.
- Remain current concerning problems, situations and conditions of special interest to the President; exercise independent judgment concerning matters requiring the President's attention to assure timely action. *E*
- Compose and prepare responses to correspondence and other inquiries as appropriate, type from rough drafts and printed or typewritten materials using independent judgment. *E*

- Conduct research and prepare reports for the President; research records and obtain information for other offices and agencies as necessary to perform assigned duties as directed. *E*
- Request assistance from the offices of Cabinet members as needed; evaluate and determine the most appropriate steps to assure the proper functioning and information flow of the President's Office. *E*
- Operate a variety of office equipment including a typewriter, computer terminal, calculator, copier, telephone answering equipment and others. *E*
- Provide assistance to the President and the Board by typing conference and travel requests; make arrangements for travel and accommodations; prepare conference registrations and submit travel claims according to established procedures.
- Distribute new and revised District policies and procedures to College staff; maintain original and historical records.
- Prepare post-secondary education data reports; distribute and collect various department reports and assure timely return according to established procedures.
- Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District organization, operations, policies and objectives.
- Applicable sections of State Education Code and other applicable laws.
- Modern office practices, procedures and equipment including a computer terminal and other office equipment.
- Research methods and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone etiquette and techniques.
- Record-keeping techniques.

ABILITY TO:

- Perform highly responsible and complex secretarial work, exercising independent judgment in relieving the President of administrative detail.
- Assist in the maintenance of a positive image of the District throughout the community. Exercise good judgment in recognizing scope of authority and exercising care in administrative detail.

- Serve as secretary to the Governing Board.
- Reason logically, drawing valid conclusions and make appropriate procedural recommendations.
- Analyze situations accurately and adopt an effective course of action.
- Learn and apply laws, rules, regulations involved in assigned activities.
- Identify and obtain information from outside sources.
- Organize complex material and summarize discussions and actions taken in report form.
- Plan and organize work.
- Compose effective correspondence independently.
- Establish and maintain cooperative and effective working relationships with others.
- Type at 65 words net per minute from clear copy.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently with little direction.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree including courses in secretarial science or related field and four years of increasingly responsible secretarial experience, including two years as an administrative or executive secretary.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer and standard office equipment, sitting or standing for extended periods of time, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve files and supplies, and hearing and speaking to exchange information on the telephone or in person.

CONDITIONS OF EMPLOYMENT:

This is a full-time, 12 month, confidential position acquiring all rights and benefits of a regular District position. Placement on the Confidential Salary Schedule is a Range 12. This position is subject to shift changes and may require some evening hours. This position is not in any bargaining unit.

Board approved: 12/15/10