

**EXECUTIVE ASSISTANT, OFFICE OF THE CHANCELLOR****DEFINITION**

Under direction, serves as confidential executive assistant to the Chancellor; provides support and information pertaining to District operations; provides administrative support to the Board of Trustees related to Board activities and requests for information; assists in the revision/update of Board policies and procedures; coordinates and prepares the Board of Trustees monthly agenda and related documents; serves as official Board stenographer; develops and maintains historical records of Board actions; oversees and directs budget planning and expenditure control for the budgets of the Chancellor's Office, Board District Council and District collective bargaining negotiations; provides supervision to and oversees Chancellor's office operations/staff, information management needs and performs other duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the District Chancellor.

Provides direct supervision to administrative support staff, as assigned; may provide indirect supervision to other District staff on an assigned, project-by-project basis.

**EXAMPLES OF DUTIES**

- Serve as confidential executive aide to the Chancellor.
- Attend Board meetings as official stenographer, coordinate and prepare Board Agendas; prepare official minutes and other records of the Board.
- Responsible for Records Management System and the permanent retention of all minutes and official Board actions.
- Prepares official correspondence based on general instructions;
- Communicate (both orally and in writing) with the Board of Trustees, Vice Chancellors, College Presidents, attorneys, legislative and public officials/staff and other administrators regarding district operations, projects, policies and procedures; coordinate activities with officials of other divisions and departments on matters of mutual interest.
- Research and compile information as requested by Board members, staff and citizens.
- Gather research pertaining to legislation, court decisions and legal provisions that may affect operational processes.
- Assist the Director of Public Affairs on legislative issues, meeting with legislators, legislative conferences and legislative communications.
- Work with Director of Public Affairs on maintaining/revising board policies and procedures
- Oversee Chancellor's office operations, information management and office staff. Review/monitor incoming and outgoing communications to/from the Chancellor and/or Board.
- Serve as a district resource for information regarding Board policies and procedures; interpret; develop, recommend and coordinate implementation of District policies and procedures, as necessary.
- Serves as liaison between the Board, staff and the public;

- Oversee budget management, planning and expenditure control for Chancellor and Board of Trustees' budgets.
- Review and provide evaluation, guidance and/or training relating to performance of staff, as assigned.
- Plans and organizes administrative activities; oversee/organize events, conferences, reception, social activities sponsored by the Chancellor and/or Board of Trustees.
- Perform other duties as assigned.

### **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.
- Work may require occasional evening and weekend hours.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Functions and organization of the District, governance, departmental activities, procedures and organization.
- Procedures, methods, strategies and techniques pertaining to the operation of a chief executive officer's office
- Principles, goals and objectives of public education
- Modern office practices, trends and procedures
- Modern data management
- Legal mandates, regulations and procedures which govern the District's operational processes
- Effective communication techniques and strategies
- Excellent customer service skills

#### **Ability to:**

- Communicate effectively with upper level administrators, board members and the public with tact and diplomacy
- Coordinate, direct and expedite the production of a high volume of documents and materials
- Effectively and efficiently perform highly responsible executive assistant functions
- Expeditiously research, compile and prepare reports
- Communicate effectively both orally and in writing
- Establish and maintain a complex data management system
- Work independently and confidentially
- Establish and maintain cooperative working relationships with subordinates, employees and the general public
- Work under pressure and make decisions in accordance with established procedures, while organizing and performing work independently.

### **Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License.

### **Physical and Mental Standards:**

- **Mobility:** ability to sit for long periods, move about an office, stand occasionally, reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting:** occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including some public contact; frequent deadlines and time-limited assignments.

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

Education: Possession of an Associate of Arts supplemented by higher college level course work in business, management, or public administration.

Experience: Five years of increasingly responsible administrative aide/assistant experience or extensive experience at a responsible level in a community college setting.

*Class Adopted: 3/1/09  
Class Amended: 07/01/19*