

## **EXECUTIVE ASSISTANT**

### **DEFINITION**

Under general direction, coordinates and performs highly responsible, complex, technical, and confidential administrative support activities in support of an executive manager within the District; serves as liaison to District staff and the educational community; aids in the interpretation of operational goals and objectives, and the policies and regulations governing the assigned work area functions and activities; and performs related work as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a highly specialized, advanced-level administrative support class. Positions in the class report to one of several executive level positions within the Yosemite Community College District (YCCD) and are responsible for representing the executive's office with a wide variety of constituents, often authorized to act on the executive's behalf, or to synthesize information for the executive's actions.

This class may be distinguished from the Executive Support Secretary or other administrative support positions because this class describes positions where incumbents perform a broader and more responsible set of duties, emphasizing quasi-analytical and para-professional administrative work rather than the provision of secretarial support.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a cabinet-level executive manager.

May provide lead or functional supervision over lower level support staff or other district staff, as assigned..

### **EXAMPLES OF DUTIES**

- Perform highly responsible, complex, technical, and confidential administrative support activities for an executive manager.
- May serve as office manager, dealing with a variety of sensitive and privileged matters.
- Prepare or assist in the preparation of information and data requested for administrative review; take action as deemed necessary within established guidelines.
- Interpret policies, regulations, and operational procedures in areas of assignment to those persons contacting the administrator's office.
- May act as a first point of contact to persons contacting administrator's office including the answering of routine inquiries and correspondence, maintaining an action calendar, scheduling appointments, conferences and meetings, and a variety of other operational details.
- Plan, organize, and assist in the preparation of the materials and documents pertaining to the Board meeting agenda.
- Maintain schedules of follow up items and monitor action items needed for review.

- May take and transcribe correspondence, memoranda, reports, and other communicative documents that include technical terminology requiring a familiarity with legal mandates, policies, regulations and operational procedures affecting the administrator's functional responsibilities.
- May attend meetings and conferences as requested, take, and transcribe notes into summary form.
- Assist with budget planning and expenditure control procedures.
- May coordinate and/or assist with special events planning.
- Establish and maintain complex manual and automated alphabetical, numerical, and subject matter files and data that may include sensitive and privileged data.
- Operate personal computer to access e-mail, electronic calendars, and other basic office support software.
- 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:**

- Procedures, methods, strategies, and techniques pertaining to the operation of a cabinet executive's office;
- Modern office practices, trends, and procedures, standard office equipment and
- Modern data management, storage, and retrieval systems applicable to the District's information technology environment
- Legal mandates, policies, regulations, and procedures which govern the cabinet level executive's operational processes;
- English usage, spelling, grammar, and manuscript and report formatting;
- Effective and efficient communication techniques, strategies, and procedures.

#### **Ability to:**

- Effectively and efficiently perform highly responsible and technical administrative assistant functions and activities;
- Compile data and information, and prepare comprehensive reports;
- Communicate effectively in oral and written form;
- Establish and maintain a complex data management, storage, and retrieval system;
- Demonstrate advanced computer literacy skills with effective use of a variety of software including, word processing, spreadsheets, graphics, and presentations;
- Draft documents with speed and accuracy;
- Ability to manage multiple, competing priorities and deadlines expediently and with discretion and judgement;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner.

**Licenses and Certificates:**

May require a valid California driver'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: Equivalent to possession of AA degree from an accredited college, with major course work in business management, supplemented by course work or training in office management, public relations, or related areas.
- Experience: Six years of increasingly responsible administrative assistant and/or executive secretarial experience, including four years of technical administrative work pertaining to any number of functional areas, such as program research, administration, communications, finance, contract management, resource development, payroll, scheduling, purchasing, personnel, curriculum, and/or related areas. Experience in an educational organization is highly desirable.

*Class Adopted: 03/01/09  
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