

## **EXECUTIVE SECRETARY, OFFICE OF THE CHANCELLOR**

### **DEFINITION**

Under general supervision, performs confidential secretarial and administrative duties relieving the Chancellor and executive assistant of administrative detail; performs highly complex, technical, and confidential secretarial and administrative clerical functions; serves as a liaison between the Chancellor's office, District staff, and the community members; translates and interprets for District personnel in resolving problems, issues and complaints; and does other related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level position in the Administrative Secretary series. Positions in this class possess a significant level of specialized, technical or functional expertise and apply full working knowledge of the work unit assigned. They are expected to independently perform regular and routine activities or to apply extensive knowledge of advanced office management practices with considerable independent judgment and action. This position is specifically assigned to the Office of the Chancellor.

It is recognized that many similar duties are inherent in all secretarial classifications; however, the level of difficulty of the work performed is determined by its use in the organizational structure. The Executive Secretary to the Chancellor would perform secretarial and administrative duties for the Chancellor's office.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a District executive manager.

May provide direct or lead functional supervision over lower level office personnel, as assigned.

### **EXAMPLES OF DUTIES**

- Serve as confidential secretary and administrative aide to the Chancellor; serve as liaison between the assigned work unit and other District offices, faculty, students and the public at large.
- May perform research on current industry standards and practices that may affect operational processes.
- Coordinate the secretarial, clerical, and administrative follow-up activities required including maintaining the Chancellor's schedule and calendar, conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports.
- Plan, organize, coordinate, and supervise the preparation, printing, and distribution of and related materials, notices, bulletins, and other public documents.
- Assist in the revision, updating, and maintenance of the Board of Trustee policies and regulations.
- Perform follow-up functions to ensure a timely response to special requests and information requests, both on and off campus.

- Coordinate and implement projects, activities and events with the District Public Affairs Office, as assigned.
- Take and transcribe dictation pertaining to correspondence, memoranda, reports, and a variety of other subject matter that may be sensitive, privileged, and highly confidential.
- Interpret district policies and procedures to District staff and the public; develop operational guidelines, office procedures or handbooks, as needed.
- Coordinate the implementation of policies, and procedures designed to ensure compliance with applicable state, federal or District policy or procedure.
- Independently compose correspondence pertaining to a variety of issues.
- Plan, organize, establish, and maintain a complex data management, storage, and retrieval system.
- May perform lead responsibility for applicable District software applications, as necessary; assist in implementing and monitoring data for accuracy.
- Process and respond to routine mail and inquiries.
- Assist and oversee the budget planning and expenditure control procedures.
- Review and provide technical evaluation or guidance and training of the performance of the clerical staff of the Executive's office, as assigned.
- Schedule appointments and maintain the Chancellor's calendar.
- Assist visitors whose concerns are privileged and confidential.
- Performs other duties as assigned.

## **TYPICAL WORKING CONDITIONS**

- Work is generally performed in a standard office environment.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Procedures, methods, strategies, and techniques pertaining to the operation of a college Chancellor's office;
- District organization, functions and operating policies and procedures;
- Principles, goals, and objectives of community college education;
- Modern office practices, trends, and procedures, standard office equipment and modern data management, storage, and retrieval systems;
- Legal mandates, policies, regulations, and procedures that govern the District operational processes;
- English usage, spelling, grammar, and manuscript and report formatting;
- Effective and efficient communication techniques, strategies, and procedures.

### **Ability to:**

- Coordinate, direct, and expedite the production of documents and materials;
- Effectively and efficiently perform highly responsible clerical, and secretarial, functions and activities; expeditiously abstract, compile, and prepare comprehensive reports;

- Communicate effectively in oral and written form;
- Establish and maintain a complex data management, storage, and retrieval system;
- Monitor the work of others and train lower level support staff, as needed;
- Keyboard at a net corrected speed of 60 words per minute; take and transcribe dictation accurately at a reasonable speed;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative relationships and maintain a calm, tactful, and diplomatic manner.

### **Licenses and Certificates:**

Possession of a valid California Motor Vehicle 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: Work requires a broad knowledge of clerical and office management and business principles and practices normally acquired through two years of post-secondary education in secretarial science, business management or related field.
- Experience: Five years of highly responsible executive secretarial or administrative aide experience.