

EXECUTIVE SECRETARY

DEFINITION

Under direction, coordinates and performs highly complex and confidential secretarial and/or administrative duties in direct support of a District executive, relieving him/her of administrative detail; performs highly complex, technical, and confidential secretarial and administrative clerical functions; serves as a liaison between the executive'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 highly specialized, executive secretarial class in the Administrative Support Series. Positions in this class possess highly specialized, technical or functional expertise pertaining to their assigned functional area and apply full working knowledge of the work unit assigned. They are expected to independently perform complex activities that require extensive knowledge of assigned area and of office management and secretarial practices, using considerable independent judgment and action. Positions may be assigned to support any of several executive level positions throughout the District.

It is recognized that many similar duties are inherent in all secretarial classifications; however, the level of difficulty of the work performed is related to its use in the organizational structure. An Executive Secretary position can be distinguished from other District secretarial and administrative support classes because the role of incumbents is primarily to perform secretarial and administrative duties for a College President, Vice-President or other executive manager with comparable organizational status. This classification is deemed confidential and as such is part of the District's leadership/management definition.

SUPERVISION RECEIVED AND EXERCISED

Receives direction 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/or administrative aide to a District executive; serve as liaison between the assigned work unit and other District offices, faculty, students and the public at large.
- May perform research and data abstraction pertaining to legislation, court decisions, and legal provisions that may affect operational processes.
- Act as information source regarding policies and procedures; provide information where judgment, knowledge and interpretations are necessary, especially in the proper handling of confidential files or information;
- May maintain confidential division personnel information and files; liaise with District Human Resources department, as necessary

- Coordinate the secretarial, clerical, and administrative follow-up activities required including maintaining the executive's schedule and calendar, conference and travel arrangements, providing operational information, and the preparation of correspondence and special reports; may serve as office administrator, as assigned or when necessary.
- Conduct or coordinate research activities, compile and analyze data, plan and/or implement improvements in operational and administrative policies, procedures and practices, as needed.
- 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 Chancellor special requests and information requests.
- 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 policies, operational regulations, and procedures to District staff; develop operational guidelines, office procedures or handbooks, as needed.
- Develop, recommend and 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.
- 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 executive'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 secretarial and/or administrative functions and activities; expeditiously analyze, abstract, compile, and prepare comprehensive reports;
- Work independently while using sound judgment and decision making skills
- Communicate effectively in oral and written form;
- Multi-task; continuously prioritize and reprioritize, as necessary;
- 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; handle frequent contact with others including some public contact who may be hostile; handle 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 an 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: Five years of increasingly responsible administrative assistant and/or executive secretarial experience, including four years of technical administrative work pertaining to 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
Class Amended: 07/01/19