

Position: Senior Executive Assistant to the President	Position Number:
Department: President's Office	FLSA: Non-Exempt
Reports to: President/Superintendent	Salary Grade: 124

### **Summary**

The Senior Executive Assistant to the President performs a variety of management functions to carry out the activities of the President's office. The Senior Executive Assistant to the President works closely with the President and the Board of Trustees in planning, initiating, and carrying to completion varied administrative activities. The Senior Executive to the President acts as liaison between students, the faculty and staff, community, President and Board. The position involves an extensive knowledge of the Board relations and President's responsibilities and routines and college policies and procedures. The position also requires the ability to communicate effectively orally and in writing and to demonstrate tact, diplomacy and confidentiality when dealing with faculty, staff, students, Board of Trustees, press and the public. The Senior Executive Assistant to the President makes decisions on administrative matters and works independently with minimum supervision and serves as central point of contact for the President's Office.

### **Essential Duties and Responsibilities**

- Oversee and coordinate the day-to-day functions of the Office of the President. Plan and perform complex administrative and technical duties to assure timely and efficient office operations.
- Manage incoming and outgoing communications for the executive, confidentially and in priority order and alerting immediate supervisor of issues, concerns or potential problems.
- Maintain department management calendar. Schedule and make all necessary arrangements for meetings, conferences and appointments.
- Compose, compile and prepare correspondence, reports and related documents as directed by the department executive. Proofread a wide variety of complex reports, letters, memoranda and statistical charts.
- Collect data from a wide variety of sources. Compose/run a variety of routine/ad hoc reports for department management, proofreading to ensure accuracy. Analyze data to make recommendations to management for action.
- Oversee the centralization, organization and ongoing maintenance of department files to ensure a well-organized file system.
- Oversee the processing of all expenses, requisitions and blanket purchase orders for the department.
- Provide support for division related committees, work groups and other meetings including preparing agendas, taking minutes and following up on action items.
- Maintains required training, licensure and/or certification.
- Demonstrates sensitivity, understanding and respect of diverse populations within the workplace.
- Maintains an understanding of the work of colleagues to effectively provide back-up and/or support for co-workers during times when the division is short-staffed or experiencing an increased volume of work.
- Demonstrates independent judgment and discretion in making position related decisions.

- Provide administrative assistance to the Board of Trustees; coordinate and prepare agenda items and supporting materials for meetings of Board of Trustees; attend regular and special meetings; record and document actions; prepare and distribute minutes; maintain official record of Board minutes.
- Act as a liaison to the Board of Trustees; coordinate communications to and from the Board of Trustees with the public, students and college staff.
- Research and compile data to prepare reports and perform special projects as assigned by the President, Board of Trustees and for other District governance and collective bargaining groups.
- Compose correspondence on own initiative on matters not requiring personal responses from the President or Board of Trustees, including matters confidential in nature and which required considerable knowledge and interpretation of policies and procedures.
- Coordinate and monitor the budgets for the President and Board of Trustees; ensure that expenditures are correctly recorded and account balances are sufficient to cover costs; perform transfers; make recommendations on expenditures and allocations.
- Maintain effective communications with other offices, staff, students, faculty, and the public.
- Effectively represents the President to the public.
- Coordinate with the Marketing Department regarding press releases, public appearances and legislative activities.
- Coordinate and track the implementation and modification of board policies and administrative procedures and distribute electronically.
- Performs other duties as assigned that support the overall objective of the position.

**Qualifications**

▪ **Knowledge and Skills**

Functions and clerical operations of an administrative office; district organization, operations, policies and objectives; applicable sections of the State Education Code, California Code of Regulations Title 5, the Brown Act, and other applicable laws and regulations; District policies and procedures; office management techniques and organizational skills; research methods; operation of office machines including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management, and presentations; record-keeping techniques; manuscript and report formatting; oral and written communication skills; interpersonal skills using tact, patience and courtesy; correct English usage, grammar, spelling, punctuation and vocabulary.

▪ **Abilities**

Ability to work without supervision  
 Strong organizational skills; ability to work on numerous projects simultaneously; flexibility  
 Requires the ability to communicate effectively orally and in writing  
 Effective interpersonal skills, including conflict resolution and situation de-escalation  
 Effective problem-solving skills  
 Ability to work fluently within various types of software (BANNER, including function - specific modules; word processing; graphics/presentation; database; custom applications)  
 Commitment to accuracy and timely follow through  
 Detail oriented and ability to handle multiple priorities and meet deadlines  
 Thorough understanding of the College, including its organization, processes, key contacts, and best ways to "get things done"

- **Physical Abilities**

Sufficient hand/eye coordination and manual dexterity to keyboard at an advanced rate; sufficient visual acuity to recognize words letters and numbers.

- **Education and Experience**

Equivalent to completion of the twelfth grade supplemented by considerable knowledge of administrative and clerical procedures and systems.  
Considerable skill in operating a personal computer, applicable software and peripheral equipment as well as learning and adapting to new and updated programs and technology.  
Considerable skill organizing work in order to meet established deadlines.  
Considerable verbal and written communication skill with all levels within the organization as well as external community members.  
Working skill managing multiple priorities.

- **Licenses and Certificates**

A valid driver's license.