

IMPERIAL COMMUNITY COLLEGE DISTRICT EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

BASIC FUNCTION:

Under the direction of the Superintendent/President, perform a wide variety of highly confidential, responsible, and complex administrative support, exercising independent judgment in relieving the Superintendent/President of administrative detail; assist by planning, coordinating and participating in support activities of the Superintendent/President and the Governing Board of the College. Uses initiative and independent judgment in the application of administrative decisions and policymaking; assure accurate interpretation of policies, procedures and standards to an extensive range of public and organizational contact. Maintain a high level of confidentiality in the performance of duties. Serve as a liaison between the Superintendent/President, Board of Trustees members, Foundation members, District employees, students, and the public; serve as the recording secretary to the Board of Trustees.

REPRESENTATIVE DUTIES:

Provide administrative assistance to the Superintendent/President by coordinating and maintaining the calendar; scheduling meetings, coordinating appointments and workshops. Organize and coordinate the flow of activities through the office in relation to priorities, schedules, and deadlines. Organize and perform confidential, varied, and highly complex secretarial duties for the Superintendent/President.

Process administrative details not requiring the immediate attention of the Superintendent/President; prepare information needed in administrative decisions and in facilitating implementation of policies and programs.

Acts as an information resource regarding the College's policies and procedures; provide information where judgment, knowledge and interpretations are used, especially in the proper handling of confidential information.

Assembles, prepares and distributes Board of Trustees agendas and supplemental materials; take and transcribe dictation including confidential material; attend a variety of meetings, including Board meetings, and record proceedings; prepare comprehensive official minutes; maintain official records of Board of Trustees minutes. Arrange for setup of room for Board of Trustees and other related meetings as required.

Prepare memorandums and reports for the Superintendent/President; write other electronic and hard-copy correspondence; screen and route incoming correspondence and take action as appropriate. Independently compose and prepare responses to correspondence and other inquires as appropriate for signature by the Superintendent/President; type from rough drafts and printed or typewritten materials using independent judgment in segregating items and arranging formats.

Maintains an index of Board actions for historical and reference purposes.

Coordinate and prepare all necessary items in preparation for President's Cabinet, Administrative Council, and other similar types of meetings.

Monitor, provide work direction and supervises classified staff and students assigned to the office.

Maintain control and research files on matters in progress for Board members, collectively and individually; provide assistance to Former Board members where necessary.

Prepare information needed in administrative decisions and in facilitating the implementation of college policies and programs.

Greet office visitors and telephone callers; answer questions, resolve complaints where appropriate; provide desired information as required, or refer to appropriate sources.

Arrange appropriate office support services such as reception coordination, planning logistics, and providing materials.

Prepare and maintain the Superintendent/President's calendar; schedule appointments, arrange for group meetings; transmit confidential and/or controversial information.

Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies and pending legislation.

Maintain a variety of records and files; receive, read, route and respond to mail of the Superintendent/President and the Governing Board.

Transmit orders, decisions and memoranda from the Superintendent/President and the Governing Board to various organizational units.

Propose and administer the budgets of the President's Office and the Board of Trustees.

Collect, compile and digest information pertaining to specified administrative and educational activities and operation functions as assigned.

Compile and direct local, State and national questionnaires and surveys as required.

Work with other offices and agencies coordinating specific activities and ensuring successful accomplishments and /or results.

Exercise discretion in representing the office of the Superintendent/President to staff and community members.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Community college functions, policies, rules and regulations.
- Applicable sections of the State Education Code, Government Code, Code of Regulations, and other applicable laws.
- Modern office practices, procedures, and equipment.
- Computer operation and word processing programs.
- Telephone etiquette and techniques.
- Research methods and report-writing techniques.
- Correct English usage, grammar, spelling, punctuations, and vocabulary.
- Oral and written communication skills.
- Basic research methods.
- Record-keeping techniques.
- Interpersonal skills using tact, patience, courtesy, and professionalism.
- Practices involved in human relations, public relations, office management, and records management.

ABILITY TO:

- Understand and independently carry out complex and written instructions.
- Learn, read, interpret and successfully apply and explain the College's policies, procedures, rules and regulations.
- Analyze situations and make decisions on procedural matters without immediate supervision.
- Exercise good judgement in recognizing scope of authority and exercising care in administrative detail.
- Maintain the security and confidentiality of specified records and information as it pertains to the Board and the Superintendent/President.
- Reason logically, drawing valid conclusions, and make appropriate procedural recommendations.
- Analyze and resolve difficult and sensitive situations accurately and adopt an effective course of action.
- Identify and obtain information from outside sources.
- Organize complex material and summarize discussions and actions taken in report form.
- Plan and organize work.
- Compose effective correspondence and reports independently.
- Establish and maintain cooperative and effective working relations with others.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work confidentially with discretion.
- Work independently with little direction.
- Analyze projects under the pressure of time.
- Meet schedules and timelines.
- Prepare and maintain records and files.
- Communicate effectively both orally and in writing.
- Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and disability issues.

- Maintain current information and links on appropriate webpage(s).
- Use appropriate and correct English, spelling, grammar and punctuation.
- Perform advanced-level word processing functions including complex formatting of documents, spreadsheets and can learn and use webpage software proficiently.
- Operate a microcomputer, copier, calculator and facsimile machine.
- Perform research, compile data and prepare reports.

EDUCATION AND EXPERIENCE: An Associates Degree or equivalent post-secondary with course work in secretarial science, office administration, business administration or related field and five years increasingly responsible secretarial experience including at least three years in an administrative office of a large public sector organization.

LICENSE AND OTHER REQUIREMENTS: This position is required to become a Notary Public.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds.