

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT /PRESIDENT AND THE BOARD OF TRUSTEES

BASIC FUNCTION

Under the direction of the Superintendent/President, plan and perform a variety of complex administrative, technical and confidential duties for Superintendent/President and the Board of Trustees; relieve the Superintendent/President of administrative and procedural details including the oversight of the day-to-day operations of the office; coordinate the administrative functions of the Board of Trustees; interpret and communicate District policy and regulations to officials, agencies and the public.

REPRESENTATIVE DUTIES

1. Oversee and coordinate the day-to-day functions of the Office of the Superintendent/President. Plan and perform complex administrative and technical duties to assure timely and efficient office operations. *E*
2. Coordinate the Superintendent/President's appointment schedule; screen calls, visitors and mail; make travel arrangements. Exercise independent judgment and confidentiality in communicating and disseminating information regarding District policies and procedures *E*
3. 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. *E*
4. 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. *E*
5. Research and compile data to prepare reports and perform special projects as assigned by the Superintendent/President, Board of Trustees and for other District governance and collective bargaining groups. *E*
6. Compose correspondence on own initiative on matters not requiring personal responses from the Superintendent/President or Board of Trustees, including matters confidential in nature and which required considerable knowledge and interpretation of policies and procedures. *E*
7. Coordinate and monitor the budgets for the Superintendent/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. *E*
8. Maintain effective communications with other offices, staff, students, faculty, and the public. Coordinate with the Office of Community Relations regarding press conferences, public appearances and legislative activities. *E*
9. Attend and participate in a variety of administrative meetings and committees; prepare and distribute agendas; compile data and prepare reports; take and transcribe notes; prepare minutes for review. *E*
10. Coordinate and track the implementation and modification of board policies and administrative procedures and distribute electronically. Prepare periodic status reports on board policies and administrative procedures. *E*
11. Operate a variety of office equipment including a computer, Microsoft Office Suite and other applicable software, note taker and tape recorder; may be required to operate a vehicle to conduct work. *E*
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: 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; operate electronic note taker and

tape recorder; 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.

Ability to: Perform a variety of administrative and confidential duties to relieve the Board of Trustees and the Superintendent/President of complex administrative details requiring independent judgment and thorough knowledge of District policies and procedures; learn, apply and explain policies, procedures, rules and regulations; organize complex material and summarize discussions and actions taken in report form; compose correspondence independently; maintain a variety of complex and confidential files and records; operate a variety of office equipment including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management and presentations; operate electronic note taker and tape recorder; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; plan and organize work; work confidentially with discretion on sensitive and private information applicable to collective bargaining or union or personnel matters; communicate effectively both orally and in writing to exchange information in person and on the telephone; understand and follow oral and written instructions; work independently with little direction; sit for extended periods of time; bend at the waist, kneel or crouch to file materials; lift 25 pounds.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor degree and five (5) years varied and increasingly responsible office secretarial or administrative office support experience including public contact including a minimum of two (2) years of experience supporting a senior level manager.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Driving a vehicle to conduct work.

EMPLOYMENT STATUS

Classified Administrator

Approved 9/2005; Revised 3/2011

Leadership V