

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

Under the direction of a Vice President, plan and perform a variety of complex administrative and technical office duties in an assigned area to assure timely and efficient office operations for the area and relieve the administrator of technical clerical and administrative duties having District-wide impact; work with sensitive student, faculty, and administrative issues with discretion; research, collect, analyze and compile data and information for inclusion in reports; maintain complex files and records related to District operations, programs and expenditures.

DISTINGUISHING CHARACTERISTICS

The Executive Administrative Assistant reports to a Vice President and provides a broad range of administrative support to an Administrator and serves as a resource to the Division/Department Administrative Assistants. The Administrative Assistant performs duties as primary secretarial support to a Dean of a Division or program or to a Director of a major program or function. Duties include office management, correspondence and overall direction of the clerical and secretarial support to the office. The Secretary provides support to a Coordinator, Director or other supervisor of a small program or function. Duties include office management, correspondence and overall clerical and secretarial support.

REPRESENTATIVE DUTIES

1. Plan and perform complex secretarial and technical office duties to assure timely and efficient office operations and relieve the Administrator of technical clerical and administrative duties. **E**
2. Interact with all areas of the college, students, and the public. Work with sensitive and confidential student, faculty, and administrative issues with discretion.
3. Perform various secretarial and administrative duties including answering telephones and greeting visitors; provide information in person or on the telephone or refer to appropriate personnel; open, screen and route mail. **E**
4. Compose, prepare and type a variety of correspondence, memos, reports, and other materials specific to the assignment; take and prepare minutes, proofread materials to assure accuracy and completeness. **E**
5. Organize and coordinate office functions activities and communications to assure efficient and effective office operations. **E**
6. Develop new and improved systems and procedures as a result of new policies or directives; assist with implementation after securing approval. **E**
7. Research, analyze and prepare information on a variety of topics for dissemination to the public through various communication means maintaining confidentiality of sensitive departmental and other information. **E**
8. Attend a variety of meetings as assigned and provide staff support and administrative assistance to committees, processes and projects as assigned; prepare and organize meeting materials and minutes for the Administrator. Prepare agenda items for Board of Trustees meetings. **E**
9. Develop and maintain accurate filing systems and records as required to support the office functions. **E**
10. Process documents specific to the office assigned according to established procedures. **E**

11. Operate office machines including computers, photocopiers, calculators, typewriter and other office equipment as assigned. *E*
12. Compile, oversee and report on budgets for District, state and federal requirements including grants and contracts.
13. Schedule appointments and meetings, accommodate schedules and notify appropriate individuals of meeting times and locations; arrange for meeting facilities as needed; prepare calendars as required.
14. Arrange for Administrative, faculty and staff development events and travel in relation to the office and the areas it supports.
15. Maintain an appropriate level of office supplies and order forms and other office supplies as necessary.
16. Work collaboratively with other departments and divisions of the College.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Modern office practices, procedures and equipment; preparation of complex reports; telephone techniques and etiquette; record-keeping techniques; operation of office machines including computer equipment and specified software; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; policies and objectives of assigned activities.

Ability to: Plan and perform complex secretarial, administrative work in support of an Administrator; plan and organize work; understand a wide range of institutional issues read, interpret, apply and explain rules, regulations, policies and procedures; analyze and recommend improvements to systems, procedures and methods; work confidentially with discretion; understand Robert's Rules of Order in relation to the organization and running of meetings; meet schedules and time lines; maintain logs, reports and records; answer telephones and greet the public courteously; analyze situations accurately and adopt an effective course of action; operate a variety of office machines including a computer and applicable software including word processing, spreadsheets, calendaring, e-mail, and presentations; type at 55 words net per minute from clear copy; communicate effectively both orally and in writing; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records and personnel issues; understand and follow oral and written instructions; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to an associate degree in computer information, communications, business or related field and three (3) years of increasingly responsible secretarial or administrative support experience including public contact.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions