

**DESERT COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE DESERT FOUNDATION**

**EXECUTIVE ASSISTANT
TO THE EXECUTIVE DIRECTOR**

BASIC FUNCTION:

The Executive Assistant to the Executive Director of the College of the Desert Foundation, is responsible for managing the daily operations of the Foundation, perform a variety of administrative and confidential duties for the Executive Director and Foundation, and provide administrative support of a complex and responsible clerical nature. The Executive Assistant is a confidential position and the duties normally require access to confidential information that is used to significantly contribute to the development of the Foundation and its donors.

REPRESENTATIVE DUTIES:

1. Organize and coordinate office functions, activities, and communications to assure efficient and effective office operations; maintain office supplies, operate office equipment including computers and applicable computer software including scheduling, email, word processing, spreadsheets, presentations, data base management; maintain Executive directors calendar; scheduling and securing meeting facilities. ***E***
2. Perform complex duties as secretary to the Executive Director, perform a wide variety of secretarial and administrative tasks including researching and compiling data and reporting on assigned tasks. ***E***
3. Provide assistance to the Foundation Board; prepare agendas, reports, minutes and follow-up reports as assigned for the Board and other committees. ***E***
4. Attend regular and special Board meetings, Board committee meetings and perform a variety of secretarial and administrative assistant duties for the Executive Director and Board President. Coordinate and prepare agendas, supporting materials, record and document actions, prepare, review and distribute minutes, maintain official record of Board minutes. ***E***
5. Schedule, attend and participate in a variety of administrative meetings; prepare and distribute agendas; take and transcribe notes; prepare minutes and reports for review. ***E***
6. Perform research, data review, draft reports and correspondence and conduct contract administration. ***E***
7. Research, analyze and prepare information on a variety of topics for dissemination to the public through various communication and media outlets. ***E***
8. Assist the Foundation staff in the planning, coordination and execution of special events.
9. Compose correspondence independently; compile and type letters, reports and statistical data as directed; schedule meetings and appointments; prepare status reports and track progress of staff assignments for the Executive Director, ***E***
10. Maintain effective communication with the public, Board Members, students, faculty, and administration; greet the public, answer phones, and provide routine information. Open, sort, and distribute incoming mail. ***E***
11. Perform tasks on a variety of office computer equipment and applicable software. ***E***
12. Work confidentially with discretion on sensitive and private information. ***E***
13. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

- Ability to perform highly complex administrative support tasks with minimal supervision
- Ability to effectively listen and communicate with the public, staff and associates both verbally and written
- Proven abilities and knowledge of Microsoft Office (Word, Excel, Outlook, PowerPoint) and Intuit Quickbooks.
- Ability to effectively organize assignments and priorities, and ability to schedule and organize meetings, appointments and administrative assignments.
- Ability to accurately interpret business data, prepare accurate correspondence and maintain accurate records and filing system.
- Demonstrated a strong work ethic, with high standards, high level of accountability and high attention to detail
- Ability to work through problems and derive innovative solutions/options with minimal supervisory input
- Experience in establishing and managing bookkeeping functions and assisted in preparing an annual operating budget.
- Demonstrated experience in planning, coordination and execution of special events.
- Experience as a self-starter, fast learner, and works well under pressure in a fast paced environment.
- Experience in organizing and coordinating office functions, activities and communications to assure efficient and effective office operations
- Experience in developing and maintaining office procedures manual and policies
- Ability to maintain effective public and interdepartmental relationships and courteous, effective relationships with the public.

EDUCATION AND EXPERIENCE:

Bachelor of Science/Arts degree in business, or business administration or computer information systems or related area of study and a minimum of two years of work experience; or, Associate degree and four (4) years of increasingly responsible office secretarial or administrative office management experience with public contact.

LICENSES AND OTHER REQUIREMENTS

Possession of or ability to obtain a Nortary Public Certificate with the State of California

WORKING CONDITIONS

Environment: Office environment with constant interruptions. Requires some weekend and evening responsibilities.

EMPLOYMENT STATUS

District Foundation

E: Essential fuctions of the job

Leadership Salary Schedule-IV
Board Approval 1/18/11