

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT AND GOVERNING BOARD

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

The incumbent in this position will perform highly complex and responsible administrative duties, including the coordination of functions, communication of department policy and other administrative tasks; scheduling; serve as recording secretary for the Governing Board and Governing Board Committees; train, and coordinate office staff. Ensure workflow for the Superintendent/President and Governing Board is coordinated and timelines are met through coordination and oversight of staff work. This position reports to the Special Assistant to the Superintendent/President under general guidance from the Superintendent/President.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Serve as confidential assistant to the Superintendent/President and Governing Board, performing a wide variety of difficult and complex administrative duties. E
2. Act as liaison for Superintendent/President and Governing Board; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain positive public relations with community. E
3. Maintain Superintendent/President and Governing Board appointment calendar and administrative absence calendar; schedule appointments for students, faculty, administrators and the public. E
4. Review incoming mail; compose replies for signature as appropriate; compose and edit other correspondence independently. E
5. Act as recording secretary for Governing Board meetings; compile and prepare agenda and meeting materials and records; edit and prepare the Board meeting minutes, resolutions and excerpts; maintain Governing Board minutes files. E
6. Attend various meetings; prepare agendas and minutes. Coordinate agendas and minutes for multiple shared consultation groups. E
7. Coordinate the updates of Board Policies and Administrative Procedures with all departments and the Governing Board policy committee.
8. Maintain various administrative files, historical files and records. E
9. Exercise considerable judgment in answering inquiries and referring people to proper person or department. E

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10. Make decisions on a variety of administrative matters, within the scope of the position's responsibility, in the absence of the Superintendent/President. E
11. Collect, compile, assemble and prepare information, data and reports for special studies and surveys related to the operation of the College. E
12. Assist in preparing budget estimates, monitor budget expenditures. E
13. Provide assistance to others in interpreting various District, College and Board policies and procedures to the staff and the general public. E
14. Coordinate and train assigned staff on BoardDocs or other agenda management software; assist in training of Administrative Assistants concerning District policies and procedures as needed.
15. Operate a variety of office equipment.
16. Perform administrative support duties for Governing Board members, including preparation of correspondence and reports.
17. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Community College organization, operations, policies, terminology, rules, programs and objectives.

Principles and practices of training and supervision.

Modern office practices, procedures, equipment, and record -keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Proficient in Microsoft Office.

Strong organizational and planning skills.

English usage, grammar, spelling, punctuation and vocabulary. Oral and written communications skills.

ABILITY TO:

Perform difficult and complex administrative tasks effectively

Ability multi-task and prioritize work utilizing high degrees of time management and organization skills

Meet time schedules and deadlines.

Plan, organize and delegate work.

Interpret and apply District and campus rules, laws and policies.

Select and train assigned staff.

Compose correspondence and reports independently.

Maintain a variety of records and files.

Analyze situations accurately and adopt an effective course of action.

Establish and maintain effective working relationships with others.

Develop office procedures.

Operate various office equipment such as typewriter, calculator, dictation equipment, recorders, printers and computer terminal and related software.

Work confidentially with discretion.

Work independently.

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EDUCATION AND EXPERIENCE

Two (2) years of college-level course work **AND** two (2) years of increasingly responsible work experience at the level of an administrative assistant, including one-year of experience in a lead administrative capacity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Ewing & Company
March 1995

Human Resources
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Revised May 2021