



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Executive Assistant to the Assistant Superintendent/Vice President & Operations Manager	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input checked="" type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	C24	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Assistant Superintendent/Vice President	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Executive Assistant to the Assistant Superintendent/Vice President / Operations Manager position serves in dual roles – as the confidential executive assistant to the assigned Assistant Superintendent/Vice President as well as the Operations Manager to North State Together, a five county collaborative focused on educational attainment in the North State. Both roles are responsible for carrying out administrative and operations management tasks and planning, organizing, coordinating, and participating in office support activities for the administration of the office. This position requires occasional travel outside the assigned work location. Employees in this classification receive limited supervision within a broad framework of policies and procedures. Employees in this classification may oversee, direct, and coordinate the work of student assistants and other office support staff. This position collaborates regionally to develop effective partnerships with employees, Advisory Board members, educational and other agencies, community and civic organizations, donors, funders and supporters, and the general public. This job class exercises responsibility for the preparation, processing, and handling of administrative, secretarial, and office support details related to assigned office. This job class exercises a high degree of initiative, tact, and judgment in carrying out assignments requiring a thorough working knowledge of various District and administrative policies, procedures, and regulations. This position is designated as confidential as defined by District policy.

TYPICAL DUTIES

- Performs advanced administrative, secretarial, and office support functions to assist in the processing and completion of administrative operations for the assigned office.
- Receives, gathers, and prepares information and materials which may be technical or confidential.
- Assists in developing collective bargaining proposals.
- Serves as technical support during collective bargaining negotiation sessions.
- Participates in management caucuses; may be assigned to serve as a District team member for collective bargaining.

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- Prepares written collective bargaining language, memorandums of understanding, and other confidential correspondence.
- Researches, calculates, and compiles financial and other information for collective bargaining purposes.
- Provides accurate information on operational policies, procedures, and requirements; receives and interviews callers; and provides information where judgement, knowledge, and interpretation of established procedures/policies and collective bargaining language are required.
- Promotes, publishes, and disseminates information about programs through newsletters, web pages, social media platforms, marketing materials, press releases, and other media formats.
- Maintains and updates Memorandums of Understanding and other legal documents, including Partnership Agreements, Data Sharing Agreements, and procedures for budget allocations.
- Collaborates regionally to develop effective partnerships with employees, Advisory Board members, educational and other agencies, community and civic organizations, donors, funders and supporters, and the general public.
- Effectively communicates and interacts with faculty, staff, and management in the coordination of both routine and special projects on behalf of the Assistant Superintendent/Vice President.
- Plans, coordinates, and oversees North State Together functions and events.
- Makes travel arrangements for the Assistant Superintendent/Vice President and other parties as assigned.
- Independently researches, calculates, compiles, and updates a variety of reports and information for government agencies and other entities.
- Maintains detailed records for multiple budgets, including categorical budgets.
- Promotes positive community relationships, receives requests and concerns, and takes action or makes proper referrals.
- Processes administrative details not requiring the immediate attention of the Assistant Superintendent/Vice President.
- Establishes and maintains recordkeeping and filing systems; maintains the security of confidential files and documents; maintains the security of personally-identifiable information; ensures compliance with the Federal Educational Rights and Privacy Act of 1974.
- Assists in preparing, assembling, and proofreading publications, documents, and reports.
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS*Knowledge of:*

- Current principles and practices of office management
- Rules, regulations, laws, policies, and codes governing a community college district
- Word processing and other computer software skills, such as database, spreadsheet, desktop publishing, and scheduling programs
- Business English, vocabulary, grammar, spelling, punctuation, and composition

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- Basic tracking and research methods and techniques
- Budget preparation and grant application practices

Ability to:

- Establish and maintain cooperative and effective working relationships with school districts, community members, and external organizations and agencies in the course of performing assigned duties
- Supervise work performed by office staff and students
- Interpret and apply District rules, regulations, and policies within scope of authority
- Prepare complex reports involving independent judgment and requiring the ability to interpret and apply policies and regulations; independently compose correspondence
- Maintain detailed budget records for multiple accounts
- Coordinate activities and details and maintain effective schedules of events
- Manage time and work priorities effectively; work under pressure successfully
- Demonstrate initiative, flexibility, organizational, and interpersonal skills to plan, organize, and coordinate comprehensive programs
- Work independently in the absence of specific instructions
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations
- Learn and effectively utilize new computer software
- Maintain the security and confidentiality of sensitive information and files
- Type and take dictation accurately at a rate required for successful job performance
- Establish and maintain accurate record keeping and filing systems
- Operate standard office equipment including computer, printer, copier, calculator, fax, etc.
- Communicate effectively orally and in writing
- Learn from errors, determine appropriate corrective action, and prevent repeated occurrences
- Promote a working environment supporting positive cooperation and shared accountability within the assigned department
- Establish and maintain cooperative and effective working relationships with individuals from diverse academic, socio-economic, cultural, ethnic, and disability backgrounds

QUALIFICATIONS*Education/Experience Required:*

- Associate Degree or equivalent training and education.
- Four years of increasingly responsible secretarial experience.

Experience Preferred:

Three years of secretarial experience in a community college district at the administrative level requiring the exercise of independent judgment and decision-making.

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APPROVALS

Date Created/Revised: 09/06/2018

Cabinet Reviewed: 09/07/2018

Board Approved: 09/12/2018

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)