

Salary	C24
Hours/day	8
Hours/week	40
Months	12

SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT

JOB TITLE: Executive Assistant to the President / Vice President (Confidential)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To serve as confidential executive assistant to the assigned President / Vice President by carrying out administrative and office details; to plan, organize, coordinate, and participate in the office support activities related to the administration of the office. 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 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.

SUPERVISOR: President / Vice President

TYPICAL DUTIES

- Performs advanced administrative, secretarial and office support functions to assist in the processing and completion of administrative operations for assigned office.
- Receives, gathers, and prepares information and materials, which may be of a technical or confidential nature.
- Assists in developing collective bargaining proposals.
- Serves as technical support during negotiation sessions.
- Participates in management caucuses; may be assigned to serve as a District team member for collective bargaining.
- Prepares written collective bargaining language, memorandums of understanding, and other confidential correspondence.
- Researches, calculates, and compiles costs and other information that may be used in collective bargaining.
- Acts as information source regarding 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.
- Effectively communicates and interacts with faculty, staff and management in the coordination

of both routine and special projects on behalf of the President / Vice President.

- 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 President / Vice President.
- Establishes and maintains record keeping and filing systems; maintains the security of confidential files and documents.
- 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
- Basic tracking and research methods and techniques

### Ability to:

- Supervise subordinate 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 effectively; work under pressure
- Work independently in the absence of specific instructions

- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations
- Establish and maintain effective working relationships with all levels of administration and staff in connection with the performance of required duties
- Learn and 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.

Experience/Education:

- Associate Degree or equivalent training and education.
- Four years of increasingly responsible secretarial experience, preferably including at least three years of secretarial experience in a community college district at the administrative level requiring the exercise of independent judgment and decision-making.