



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

<b>POSITION TITLE:</b>	Executive Assistant to the Superintendent/President / Public Information Officer		
<b>JOB CLASSIFICATION:</b>	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input checked="" type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
<b>RANGE:</b>	30		
<b>HOURS PER DAY:</b>	8		
<b>HOURS PER WEEK:</b>	40		
<b>MONTHS PER YEAR:</b>	12		
<b>REPORTS TO:</b>	Superintendent/President or designee		

**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES**

To serve as an Executive Assistant to the Superintendent/President by performing a wide variety of difficult and highly complex administrative and clerical duties including those of a confidential nature; to process administrative details not requiring the immediate attention of the Administrator including communication of District policy, preparation of reports and other administrative tasks; to act as the Public Information Officer by providing information about the college to media sources and the general public; and to provide information and assistance to the Board of Trustees, college staff, students and the general public. Employees in this classification receive limited supervision within a framework of standard policies and procedures and exercise responsibility for the day-to-day supervision of the administrative office. This job class requires good organizational, problem solving, communication and budgetary skills as well as knowledge of state and local policies and procedures. This is a classified management position.

**TYPICAL DUTIES**

- Exercises responsibility for the day-to-day supervision of the Superintendent/President's Office.
- Serves as liaison for the Superintendent/President and the Board of Trustees, other educational administrators, staff, students, representatives of educational and community agencies and the general public by responding to requests, answering questions, clarifying information, resolving problems, explaining District policies and procedures or referring callers to others as necessary. Works as liaison with administrators, attorneys, and staff on matters of a confidential nature.
- Coordinates and oversees executive functions and events; coordinates, oversees, and evaluates the flow of office work and ensures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures and use of equipment and forms; reviews, updates and informs the Superintendent/President and others of essential timelines.

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- Promotes positive relationships with community agencies.
- Represents Shasta College to the public by providing periodic specialized press releases in partnership with Marketing Department staff.
- Acts as an information source to staff, students, parents, and the general public; provides information or answers questions where independent judgment, knowledge, or interpretation of college rules, regulations, and policies/procedures are necessary, and uses discretion in disseminating same.
- Screens visitors and telephone calls; responds to sensitive questions and complaints.
- Provides complex and responsible executive support and confidential assistance relating to collective bargaining issues, staff evaluations, personnel matters and legal actions; relieves the Superintendent/President of a wide variety of clerical, technical and administrative detail.
- Exercises independent judgment and discretion in scheduling appointments and meetings for the Superintendent/President; prepares and maintains a calendar of events to ensure timely coordination of office activities and status of assigned projects; develops schedules related to District activities and services.
- Coordinates and arranges a variety of meetings for the Superintendent/President and Board; provides the Superintendent/President with materials and information in preparation for appointments and meetings.
- Makes travel arrangements for the Superintendent/President, the Board of Trustees, and/or other parties.
- Works with the Superintendent/President to prepare outlines and content for speeches, presentations and other written publications for internal or external communication.
- Participates in preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner.
- Maintains contact with employee groups, legal counsel and government agencies on the Superintendent/President's behalf; coordinates collection and dissemination of information and documentation including Conflict of Interest code requirements; assists the Superintendent/President in matters relating to labor negotiations, labor contract grievances and employee litigation.
- Serves as official recorder for meetings of the Board of Trustees and attends closed sessions; prepares and reviews agenda items with Administrators and Board of Trustees; ensures that Board agenda items and supporting documents are developed, prepared and forwarded within District timelines.

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- Ensures District compliance with the Brown Act.
- Works with shared governance and legal counsel to develop, update, publish and communicate Board policies and administrative procedures; interprets and communicates policies and procedures to internal and external constituencies.
- Prepares agendas, takes meeting minutes, and disseminates meeting materials for various committees, as needed.
- Composes correspondence independently; prepares preliminary responses to letters, general correspondence and personal inquiries of a sensitive nature for Administrator's approval.
- Utilizes computer systems to access information, prepare reports, and coordinate office technology functions and procedures.
- Establishes and maintains files and informational retrieval systems.
- Supervises office staff.
- Performs other related duties as required.

**EMPLOYMENT STANDARDS***Knowledge of:*

- Pertinent federal, state and local laws, codes and regulations including applicable sections of the Education Code, Title 5, the Brown Act, and other legal requirements related to the area of assignment.
- Community college environment.
- Basic public relations methods and techniques.
- Principles and techniques in customer relations including proper office etiquette.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Operational characteristics, services, and activities of the functions, operations, and programs of the assigned executive office.
- Work organization and office management principles and practices.
- Processes, procedures, and practices of accounting, budget preparation, and administration.
- Principles, practices, and procedures of business communications and report writing.

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- Principles and practices used to establish and maintain files and information retrieval systems.

*Ability to:*

- Learn, interpret and apply District policies and procedures.
- Work effectively with the media.
- Perform responsible and complex office support functions using independent judgment, personal initiative and confidentiality.
- Oversee and participate in management of administrative functions and operations of the assigned office; organize work to meet schedules and changing deadlines.
- Exercise tact, diplomacy, and good judgment in dealing with administrators, faculty, staff, students and the general public.
- Establish, review, and revise office work priorities; coordinate office workflow.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.
- Respond to requests and inquiries from students, public constituents and other college departments; effectively present information in a clear and concise manner.
- Keyboard or enter data at a speed necessary for successful job performance.
- Use correct English, grammar, spelling, punctuation, and vocabulary.
- Participate in the preparation and administration of assigned budgets.
- Prepare a variety of clear and concise reports and correspondence.
- Establish and maintain filing systems.
- Operate office equipment including computers and applicable software programs.
- Work independently and effectively in the absence of supervision.
- Effectively communicate both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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**QUALIFICATIONS**

*Education Required:*

- Associate Degree required. Bachelor's degree or equivalent in training preferred.

*Experience Required:*

- Three years of increasingly responsible administrative or office management experience requiring the exercise of independent judgment and decision-making, preferably in a community college district.
- Sensitivity to the diverse populations served.

**APPROVALS**

Date Created/Revised:	Revised 1/6/16
Cabinet Reviewed:	1/12/16
Board Approved:	5/12/10 / 1/20/16

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)