

EL CAMINO COMMUNITY COLLEGE

**CLASS TITLE: EXECUTIVE ASSISTANT TO THE
SUPERINTENDENT/PRESIDENT AND OFFICE MANAGER**

BASIC FUNCTION:

Under the general direction of the Superintendent/President, manage the Office of the Superintendent/President, performing very difficult and highly specialized Executive Assistant level work; to perform highly technical and confidential administrative functions; communicate effectively on behalf of the Superintendent/President, manage multiple projects with tight deadlines in a fast-paced work environment; and perform related work as required.

This is the highest level class in the Confidential series. The position is assigned to the Superintendent/President and performs the most confidential, complex office management and Executive Assistant duties. The assigned work requires a broad knowledge of the rules, regulations, laws and policies governing the District. The position has substantial contact with members of the District's Board of Trustees, administration and staff regarding matters of a wide and varied nature and oversees the management of the Office of the President, requiring the highest level of discretion and good judgment. The Office of the President is often the first call for those seeking information or resolution of an issue. The Executive Assistant/Office Manager must handle these calls with skill and organization, directing the workflow to the most appropriate organizational unit. The position requires the ability to communicate effectively both verbally and in written form.

REPRESENTATIVE DUTIES:

Provides leadership to and supervises the staff assigned to the Office of the Superintendent/President.

Organizes the workflow of the Office of the President, ensuring that projects are prioritized and completed in a timely manner.

Prepares comments and other remarks for the Superintendent/President when he/she is speaking at public functions.

Prepares correspondence independently from notes, instructions or own knowledge of matters involved for signature of the Superintendent/President.

Serves as an ambassador of the Superintendent/President when communicating with the public or college personnel.

Anticipates the information needs of the Superintendent/President and ensures timely communication of such information to the Superintendent/President.

Serves as Executive Assistant to the Superintendent/President; receives and records confidential information.

Acts as liaison with members of the Board of Trustees, and coordinates the preparation of informational, administrative and travel services.

Works with other offices in the college and sees that reports and other materials are furnished on time.

Meets visitors, employees, and officials coming into the Superintendent/President's office.

Provides supervision, oversight and coordination of the scheduling of appointments; answers inquiries by telephone or in person regarding matters in the office, either giving information on Board policies or matters involving the Superintendent/President which in the incumbent's judgment may be given, as appropriate, refers callers to the Superintendent/President or appropriate Area Vice President or staff.

Receives, compiles, and types other documents, including statistical reports and applications; prepares and keeps files of administrative records; maintains policies of the District.

Collects material and prepares agenda for board meetings; notifies board members and persons required to be present at meetings.

Attends meetings of the Board of Trustees and takes minutes of proceedings.

Prepares, edits and reviews minutes, distributes copies to board members and administrative officers.

Collects material for Superintendent/President's meetings, including, but not limited to Cabinet, Management, Senior Management and meetings with colleagues on and off the campus.

Performs special projects and other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Correct English usage, spelling, grammar, vocabulary, and punctuation;
Modern office practices, procedures and techniques, including letter and report writing, receptionist and telephone techniques;
Modern filing systems and techniques;
Principles of training and supervision;
District rules, regulations, policies and procedures;
Roberts Rules of Order.

ABILITY TO:

Supervise assigned staff.
Exercise strong interpersonal skills and communicate effectively in a wide variety of settings;
Excellent writing skills and proven ability to prepare remarks/comments on behalf of the Superintendent/President;

Perform difficult and responsible administrative work using independent judgment;
Devise and adopt office procedures to changing organizational needs;
Prepare clear comprehensive reports;
Maintain complex and confidential records;
Interpret and apply policies, laws and regulations of the District;
Gather and analyze a wide variety of data;
Exercise good judgement in handling difficult situations.
Analyze situations accurately and take effective action;
Compose correspondence independently;
Assemble a variety of data for reports;
Strong typing skills;
Knowledge of word processing software for creating and editing written documents;
Knowledge of computer software for creating and designing a variety of projects, including desktop publishing, spreadsheet creation and database management;
Use tact and diplomacy when meeting the public, staff, administrators and students;
Establish and maintain cooperative relationships;

DESIRABLE QUALIFICATIONS:

Two years of supervisory experience preferred.
Ability to take notes at meetings to create detailed meeting minutes
Background in public information, public relations or working with the public a plus

EDUCATION AND EXPERIENCE:

Five years of broad, varied and increasingly responsible experience in administrative work, preferably in the field of public education.
AA degree or the equivalent in liberal arts, business, communications or computer information systems.
Experience beyond the five years required may be substituted for required education on a year for year basis.

WORKING CONDITIONS:

Typical office setting.
Extensive computer work.
Long periods of standing and sitting.
Ability to carry up to 25 pounds.
Ability to move from one work area to another as needed.