

**EXECUTIVE ASSISTANT TO THE BOARD OF TRUSTEES**

**CLASS SUMMARY**

Under general direction of the Chancellor, compiles Board agenda, coordinates Board meeting arrangements, maintains official records and correspondence of the Board of Trustees; provides clerical and secretarial support to the Chancellor and Board members for Board related matters; performs related duties and responsibilities as required.

**REPRESENTATIVE DUTIES**

Serves as recording and executive secretary to the seven-member Governing Board. Coordinates and oversees the compilation, production and distribution of the agenda and minutes of the Board of Trustees. Prepares and posts meeting notices in compliance with state law (Brown Act) and board policy. Attends meetings of the Board of Trustees and its committees and records actions taken. Coordinates the follow up of Board meetings requiring the preparation of meeting summaries, correspondence, public notices and other documentation as appropriate. Responds to inquiries and complaints from the public, faculty, staff and students regarding Board of Trustees meetings, agendas and public hearings. Coordinates travel, hotel and conference arrangements for Board; performs a variety of confidential and executive duties for Board members as authorized by the Chancellor.

**ORGANIZATIONAL RELATIONSHIPS**

This class reports to the Chancellor and serves as recording secretary for Board meetings and as executive secretary to Board members.

**DESIRABLE QUALIFICATION GUIDE**

**Training and Experience**

Any combination of training and experience equivalent to one year of college level training in office management or similar fields and six years of responsible office and secretarial experience, including two years of experience equivalent to Administrative Secretary or Executive Secretary in this District/College. Experience working in a public/educational agency in support of locally elected officials is desirable.

**EXECUTIVE ASSISTANT TO THE BOARD OF TRUSTEES (continued)**

**Knowledge and Abilities**

Thorough Knowledge of: English, grammar, spelling, filing, and arithmetic; modern office methods, procedures, terms and equipment; office management practices; principles and practices of training, supervision and coordination of office workers; principles of record keeping and data compilation, principles of public relations related to office operations.

Knowledge of: the State Education Code, Government Code, Robert's Rules of Order, as well as District Rules, Regulations, and Policies.

Ability to: do a wide variety of difficult and complex office work involving independent judgment; adapt office procedures and details to changing needs and requirements; compile statistical data and information for reports; effectively meet the public in situations requiring tact, poise, and understanding; utilize good judgment and discretely handle matters of a sensitive or confidential nature; follow oral and written directions; read, understand, apply and explain technical policies and materials; work cooperatively and effectively with instructors, administrators, and public; organize an office involved in multiple programs; operate a computer workstation.

Skills: Must complete keyboarding, secretarial (editing/proofreading & business letter: compose/edit) and software skill evaluation. Screening Committee will use results as one of the selection criteria.