

## **EXECUTIVE ASSISTANT TO THE CHANCELLOR**

### **CLASS SUMMARY**

Serves as the office coordinator and administrative assistant to the chief executive officer of the District; coordinates the work flow in the Chancellor's Office including maintaining proper communications and rapport between the chief executive's office and the staff, students, and public; assumes and performs related duties and responsibilities as required.

### **REPRESENTATIVE DUTIES**

Performs a wide variety of secretarial/assistant duties with a high level of responsibility and professionalism; independently composes correspondence for the Chancellor; prepares letters, reports, memos, and other executive office documents of manuscript quality; maintains calendar of appointments, makes arrangements for meetings, conferences, and special events involving the Chancellor and coordinates schedule; coordinates domestic and international travel arrangements; coordinates collection and compilation of data and information; prepares various meeting agendas, compiles information related to agenda, and takes minutes for several standing committees involving staff and public including the Chancellor's Cabinet and District Council; composes and prepares items for the Board of Trustees' information or meeting agendas as directed by the Chancellor; creates and maintains files and records, including collective bargaining and confidential personnel information. Works independently and makes decisions related to the Chancellor's area of responsibility; assists in budget preparation, monitors and manages areas of the Chancellor's budget, approving/processing expenditures and budget allocations and makes recommendations to the Chancellor regarding budget projections, and controls accounts. Coordinates and assists in planning district and other events sponsored by the Office of the Chancellor and/or the Board of Trustees.

Organizes the flow of communications through the executive office in an efficient and effective manner; assists staff in coordinating work with Chancellor's activities; initiates telephone calls and direct contact with staff, the public, other educational institutions, legal counsel, elected officials, and other legislative offices; answers questions and provides information relative to this office and the District/colleges with professionalism and diplomacy; communicates information and instructions for Chancellor; trains and coordinates the work of the other office staff and part-time employees; receives and screens calls and visitors and directs them appropriately. This position backfills for the Executive Assistant to the Board of Trustees when necessary.

### **ORGANIZATIONAL RELATIONSHIPS**

This position is designated as a confidential employee and reports directly to the Chancellor.

### **DESIRABLE QUALIFICATIONS GUIDE**

### *Training and Experience*

Any combination of training and experience equivalent to an A.A. degree in office management, business administration, or similar field; substantial varied secretarial experience including at least five years of increasingly responsible office and/or varied secretarial experience.

### *Knowledge and Abilities*

**Thorough knowledge** of the principles of office management and word processing, files and records systems; English, grammar, composition, and minutes and manuscript preparation.

**Good knowledge** of the principles of public relations, supervision, and artful communications; principles of record keeping and data compilation; the aims and principles of public education, especially at the college level; components of Title 5 of the California Administrative Code.

**Practical working knowledge** of the State Education Code; the Ralph M. Brown Act; sources of information related to the work of the Chancellor's office, the District budget system, union and employee contracts and handbooks, and general District organization.

**Ability to** work independently; make decisions relative to the Office of the Chancellor in the absence of the Chancellor; coordinate and expedite a large volume of administrative detail; take and prepare conference and meeting minutes, and perform a wide variety of difficult and complex office tasks requiring independent judgment; meet deadlines while working in a demanding work environment; adapt office procedures and details to changing needs and requirements; edit and review materials for accuracy; communicate and work effectively with the Chancellor, Board of Trustees, students, district employees, legal counsel, members of the press and the public in situations requiring tact, poise, and understanding; follow oral and written directions, and carry out the policies and intentions of the district without specific instructions; read, understand, apply, and explain technical policies and materials; maintain confidentiality of non-public information; organize an office involved in multiple programs. Operate a PC using word processing and other software packages.

**Skills:** must complete keyboarding, proofreading, letter set up, secretarial and software skills evaluation. The screening committee will use the evaluation results as one of the selection criteria.