

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

### **CLASS TITLE: EXECUTIVE ASSISTANT-SUPERINTENDENT/PRESIDENT**

#### **BASIC FUNCTION:**

Under the direction of the Superintendent/President, perform highly complex and responsible secretarial duties, relieving the Superintendent/President of routine administrative details including the coordination of functions, communication of department policy and other administrative tasks; serve as recording secretary for the Governing Board; train, assign and supervise assigned staff.

#### **REPRESENTATIVE DUTIES:**

Serve as confidential secretary to the Superintendent/President, performing a wide variety of difficult and complex secretarial duties and relieving the Superintendent/President of routine administrative details. *E*

Act as liaison for Superintendent/President and Governing Board; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain good public relations with community. *E*

Maintain Superintendent/President's appointment calendar and administrative absence calendar; schedule appointments for students, faculty, administrators and the public. *E*

Review incoming mail; compose replies for signature as appropriate; compose and edit other correspondence independently. *E*

Act as recording secretary for Governing Board meetings; compile and prepare agenda and meeting materials and records; edit and prepare the Board meeting minutes, resolutions and excerpts; maintain Governing Board minutes files. *E*

Attend Executive Management Team and College Management Team meetings; prepare agendas and minutes. *E*

Maintain various administrative files, historical files and records. *E*

Exercise considerable judgment in answering inquiries and referring people to proper person or department. *E*

Make decisions on a variety of administrative matters, within the scope of the position's responsibility, in the absence of the Superintendent/President. *E*

Collect, compile, assemble and prepare information, data and reports for special studies and surveys related to the operation of the College. *E*

Arrange travel and reservations for Superintendent/President and Board members for meetings and conferences; maintain records of travel expenses for Superintendent/President and Board members. *E*

Monitor budgets for office of Superintendent/President and Governing Board. *E*

Provide assistance to others in interpreting various District, College and Board policies and procedures to the staff and the general public. *E*

Take and transcribe complex dictation of correspondence, confidential materials, meeting notices, forms and reports; prepare and distribute as appropriate.

Select, train, assign and supervise assigned staff; assist in training of Senior Secretaries concerning District policies and procedures as needed.

Operate a variety of office equipment such as a computer and related software, automated voting machine, calculator and typewriter.

Perform secretarial duties for Governing Board members, including preparation of correspondence and reports.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Community College organization, operations, policies, terminology, rules, programs and objectives.

Principles and practices of training and supervision.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Applicable sections of State Education Codes.

Technical aspects of field of specialty.

**ABILITY TO:**

Perform difficult secretarial work and effectively relieve the Superintendent/President of routine administrative detail.

Plan, organize and delegate work.

Interpret and apply District and campus rules, laws and policies.

Select, train, assign and supervise assigned staff.

Compose correspondence and reports independently.

Maintain a variety of records and files.  
Analyze situations accurately and adopt an effective course of action.  
Type accurately and rapidly.  
Take and transcribe dictation at an acceptable rate of speed.  
Understand and follow oral and written directions.  
Establish and maintain effective working relationships with others.  
Develop office procedures.  
Operate various office equipment such as typewriter, calculator, dictation equipment, automated voting machine, recorders, printers and computer terminal and related software.  
Work confidentially with discretion.  
Meet schedules and time lines.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: two years college-level course work in secretarial science and two years of increasingly responsible experience at the level of Administrative Secretary including one year experience in a lead capacity.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.  
Dexterity of hands and fingers to operate a computer keyboard, typewriter and related office equipment.  
Hearing to take dictation.  
Speaking to communicate and provide information in person or on the telephone.

**HAZARDS:**

Extended viewing of computer monitor.  
Contact with dissatisfied or abusive individuals.