



**West Valley-Mission**  
Community College District

## **CLASS SPECIFICATION**

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### **EXECUTIVE ASSISTANT**

Confidential Position (Non-Exempt Status)  
Confidential Salary Schedule – Range 52

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#### **DEFINITION**

To perform responsible and confidential administrative and secretarial duties for an Associate Vice Chancellor or President; to represent the assigned executive's office with district staff and the public; and to provide administrative and technical support to assigned projects and programs.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Executive Assistant class. Positions in this class are distinguished from other classes by providing highly responsible administrative support to an Associate Vice Chancellor or President. Individuals in this position must keep multiple tasks on schedule, use tact and judgment and preserve confidentiality of sensitive information.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from an assigned Associate Vice Chancellor or President.

May exercise technical and functional supervision over assigned administrative support staff.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Perform a wide variety of complex, responsible, and confidential administrative and secretarial duties for an assigned Associate Vice Chancellor or President; research and analyze routine administrative projects for the executive; prepare first draft reports on administrative matters.

Establish and coordinate office activities and schedules; establish methods for office operations; implement office policies and procedures; develop and recommend office procedures and systems; ensure smooth office operations.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate and assist in the development and administration of an assigned budget; prepare budget reports; compile annual budget requests; monitor and control expenditures.

Research, compile, and analyze background data; perform routine and special administrative activities and projects; prepare draft reports and documentation; maintain records and files regarding administrative activities; prepare agendas for a variety of meetings and groups.

Read, process, and coordinate confidential information related to the District's employer-employee relations, collective bargaining negotiations, and/or employee grievances.

Coordinate and implement assigned program activities of an operational area of assignment; prepare status reports and documents related to program activities.

Review, verify, and process documents related to administrative and program activities such as invoices, contracts, grants, claims, legislation and other specialized documents.

Provide follow up to assignments given to management and/or operations staff by an assigned Vice Chancellor or President; provide status reports to an assigned Associate Vice Chancellor or President; assist in coordinating, preparing, and producing staff reports.

Order and purchase supplies for administrative operations; perform accounting functions related to ordering supplies, equipment, and services; make budget transfers as appropriate.

May maintain time card and payroll records; maintain administrative files and records for personnel including employee evaluations and disciplinary actions.

May provide technical and functional supervision of assigned clerical staff; plan, prioritize, assign and review the work of staff involved in providing administrative support.

Respond to letters and general correspondence not requiring the attention of executive staff.

Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls including complaints, and provide assistance to callers using judgment as to calls requiring priority attention.

Interpret and explain district and campus policies, rules and regulations in response to inquiries; refer inquiries as appropriate; assist in developing policies and procedures in order to meet district objectives.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Provide administrative support for assigned task forces, committees, commissions and boards; review and summarize miscellaneous reports and documents; prepare background documents as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust and respect.

Be an integral team player, which involves flexibility, cooperation and communication.

Perform related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Organization, procedures, and operating details of an executive's office.

Principles and practices of routine analytical research and project planning.

Principles and practices of office management and records management.

Principles and methods of business letter and report writing.

Principles and practices of participatory governance.

Modern office practices, procedures and computer equipment and standard office software.

English usage, grammar, spelling, punctuation and vocabulary.

Pertinent federal, state, and local laws and regulations, including the Brown Act.

#### **Ability to:**

Plan, oversee, and implement activities related to an executive's office.

Intermittently, review and evaluate documents related to department operations; observe, identify, and problem solve office operations and procedures; understand, interpret, and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use

telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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

Plan, schedule, organize, and oversee the work of clerical personnel.

Coordinate and organize the timely workflow of others while maintaining effective and harmonious relationships.

Type at a speed necessary for successful job performance.

Work confidentially with discretion.

Work effectively to meet demanding schedules and multiple timelines.

Compose complex correspondence and prepare preliminary reports.

Maintain official and complex records and files.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years of responsible management level administrative support experience, preferably in an educational environment, or two years of experience similar to a Management Assistant with the West Valley-Mission Community College District.

**Education:**

Equivalent to an Associate's degree from an accredited college with major coursework in general education, business or a related field.

*EEO Category: Clerical/Secretarial*

*Date Approved: July 1, 2016*

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