



SENIOR EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

BASIC FUNCTION

Under direction from the Superintendent/President, the Executive Assistant, provides a variety of responsible, confidential, and complex administrative duties for the

activities, including coordination of communication for the Office. The Executive Assistant provides support functions for the Superintendent/President and Board of Trustees not available elsewhere in the institution.

DISTINGUISHING CHARACTERISTICS

This classification is an executive administrative position requiring the highest level of competency in communication, judgement, confidentiality, working independently, discretion, administrative skills, and governing rules and regulations applicable to the Superintendent/ President and the Board of Trustees. Incumbents in this classification are exposed to sensitive materials related to labor negotiations and in the formulation of District policies and procedures and is therefore considered confidential.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Provide administrative assistance to the Superintendent/President and Board of Trustees by coordinating and maintaining the calendar to schedule meetings, events, appointments, and workshops.
2. Organize and coordinate the flow of activities through the office in relation to priorities, schedules, and deadlines; perform highly complex administrative duties for the Superintendent/President and Trustees.

3. Acts as an information resource regarding District policies and procedures; coordinate and track the review and updating of District policies and procedures; m
4. Assembles, prepares, and distributes Board of Trustees agendas and supplemental materials; take and transcribe dictation; attend Board meetings and record proceedings; prepare and maintain comprehensive official minutes and records of Board of Trustees meetings.
5. Prepare correspondence and reports for the Superintendent/President and Board of Trustees, screen and route incoming correspondence. Compose and prepare responses to correspondence and requests for public records.
6. Coordinate and prepare all necessary materials and documents in preparation for President's Cabinet and other participatory governance and committee meetings.
7. Monitor, provide work direction, and supervise staff and students assigned to the office.
8. Coordinate and train assigned staff on Board agenda management software; assist in training of administrative staff concerning District policies and procedures as needed.
9. Maintain control and research files on matters for Board members, collectively and individually.
10. Act as a liaison for Superintendent/President and Governing Board; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain positive public relations with community. Answer questions, provide information, address complaints, and offer referrals to appropriate sources.
11. Arrange meeting and event services such as reception coordination, planning logistics, and providing materials.
12. Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies, and pending legislation.
13. Propose and administer the budgets of the President's Office and the Board of Trustees.
14. Perform other job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

Community college functions, policies, rules, and regulations.
Applicable sections of Federal and State education laws and regulations.
Modern office practices, procedures, and equipment.
Computer operation and software programs.
Research methods and report-writing techniques.
Oral and written communication skills.

Range

Record-keeping techniques.
Interpersonal skills using tact, patience, courtesy, and professionalism.
Practices involved in human and public relations, office management.
Records management and basic budgeting.
Basic principles of training and work direction.

Other Requirements:

Imperial Community College is committed t