



## **EXECUTIVE ASSISTANT**

### **BASIC FUNCTION**

Under direction from a Vice President (VP) or Associate Vice President (AVP), the Executive Assistant provides a variety of responsible, confidential, and complex administrative duties for the VP/AVP by overseeing proper functioning of all administrative activities, including coordination of communication for the Office.

### **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 Vice President or Associate Vice President they are supporting. Incumbents in this classification are exposed to sensitive materials related to labor negotiations and assist in formulating District policies and procedures and are therefore classified as 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 Vice President or Associate Vice President 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 Vice President or Associate Vice President.
3. Research and analyze information and data; prepare and submit complex reports; maintain files and records.

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4. Acts as an information resource regarding policies and procedures of assigned area responsibility; coordinate and track the review and updating of relevant District policies and procedures; maintain webpage for assigned area of responsibility.
5. Assemble, prepare, review, and submit Board agenda items and supplemental materials for assigned area of responsibility. Assist and coordinate with the President's Executive Assistant as required.
6. Prepare correspondence and reports for the Vice President or Associate Vice President, screen, and route incoming correspondence. Compose and prepare responses to correspondence and requests for public records.
7. Coordinate and prepare all necessary materials and documents in preparation for President's Cabinet and other participatory governance and committee meetings; Prepare meeting agenda and take meeting notes and minutes as assigned.
8. Perform and manage administrative related projects and processes unique to assigned area of responsibility, i.e. recruitment, accreditation, program review, special events and activities, reports, and special programs.
9. Monitor, provide work direction, and supervise student employees assigned to the office.
10. Coordinate and train divisional and department staff in their area of responsibility on Board agenda management software; assist in training of administrative staff concerning District policies and procedures as needed.
11. Act as a liaison for Vice President or Associate Vice President; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain positive relations with employees and community. Answer questions, provide information, address complaints, and offer referrals to appropriate sources.
12. Arrange meeting and event services for the VP/AVP's office such as reception coordination, planning logistics, and providing materials.
13. Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies, and pending legislation.
14. Propose and administer the budget of the VP/AVP's Office. Process purchase orders as required.
15. Plan and make travel arrangements and process travel claims as assigned.
16. Perform other job-related duties as assigned.

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## QUALIFICATIONS

### Knowledge Of:

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

### Skills and Abilities To:

- Carry out complex and written instructions.
- Learn, read, interpret, and explain District policies and procedures.
- Analyze and resolve difficult and sensitive situations.
- Plan and organize work and meet deadlines.
- Operate an office computer and software and other office equipment.
- Perform research, compile data, and prepare reports.
- Train and provide work direction.
- Work Independently
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Maintain confidentiality of information obtained in the course of work.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### Education and Experience:

Associate's degree and three (3) years of increasingly responsible administrative experience including at least one (1) year in a lead administrative role. Equivalency to the associate degree may be met with two (2) additional years of related experience.

### Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

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### **Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

## **WORKING CONDITIONS**

### **Work Environment:**

Office.

### **Physical Demands:**

Work is performed primarily in a standard office environment with extended periods of time viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **Mental Demands:**

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.