



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 Superintendent/President's Office by overseeing proper functioning of all administrative 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.

Classification: Executive Assistant, Superintendent and BOT / Range 4 / FLSA Status: non-exempt
Date Last Revised: May 2017 / Date Approved: 9/11/2024

3. Acts as an information resource regarding District policies and procedures; coordinate and track the review and updating of District policies and procedures; maintain webpage for President's office and Board of Trustees.
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 for the President's office 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.
- 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 degree and four (4) years of increasingly responsible administrative experience including at least two (2) years 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. Hear in the normal audio range with or without correction.

Hearing: 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.