

**San Jose · Evergreen Community College District
Confidential Job Description**

Position: Executive Administrative Assistant to
the Chancellor's Office

Department: Chancellor's Office

Location: District Office

Date: July 1, 2018

POSITION PURPOSE

To provide responsible and complex functional and technical administrative support to the Chancellor; to oversee the day-to-day operations of the office; to represent the Chancellor's office with district staff and the public; and to provide information and assistance to faculty, staff, students, and the public.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other classes in the series in that this class provides secretarial and administrative support to the Chancellor. The incumbent in this class is responsible for managing the day-to-day operations of the Chancellor's office, and may oversee secretarial support staff. Positions at this level work independently, and are expected to be fully trained in all procedures related to assigned area of responsibility.

Direction is provided by the Chancellor. This position is designated CONFIDENTIAL and responsibilities may include exercising technical and functional oversight for administrative support staff.

KEY DUTIES and RESPONSIBILITIES

1. Perform complex and confidential secretarial and administrative activities for the Chancellor; independently respond to letters and general correspondence of a routine nature; prepare reports and graphic materials as assigned; ensure that forms and reports are appropriately distributed.
2. Manage and oversee the day-to-day operations of the Chancellor's Office; serve as a liaison between the Chancellor and college staff, students and the general public; respond to sensitive complaints and requests for information from the general public, students, faculty and staff; assist in interpreting and applying policies and procedures.
3. Receive and distribute incoming mail and email; review and evaluate mail and email to identify those items requiring priority attention; receive telephone calls and provide assistance to callers using judgment as to calls requiring priority attention.
4. Coordinate and maintain Chancellor's calendar with internal and external stakeholders; arrange logistics for calendar events.
5. Initiate and maintain a variety of confidential files and records including personnel transactions, performance evaluations, payroll, budget, production and cost records; maintain records related to specific area of assignment; input data and maintain computerized data bases.
6. Maintain calendars of department activities, meetings and various events; coordinate office accommodations as required; coordinate travel arrangements; process reimbursement requests.
7. Read, process, and coordinate confidential information related to the District's employer employee relations, collective bargaining negotiations, and/or employee grievances.
8. Participate in the preparation and administration of the Chancellor's Office and Governing Board budget; monitor expenditures; submit budget recommendations.
9. Research, compile, analyze and summarize data for special projects and reports; ensure adherence to election rules.

10. Receive, sort and distribute incoming and outgoing correspondence.
11. Perform administrative duties within the clerical support system; order and maintain appropriate supplies; recommend improvements in work flow, procedures and use of equipment and forms.
12. Coordinate social functions at the District; ensure that all logistical details are implemented.
13. May provide technical and functional direction over assigned clerical staff; plan, prioritize, assign, and review the work of staff involved in providing administrative support.
14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Related public agency public records and meetings laws and regulation.
2. Principles and practices of participatory governance, office management and records management.
3. Word processing methods, techniques and programs.
4. Principles of business letter and report writing.
5. Budget preparation and record keeping.
6. English usage, spelling, grammar and punctuation.
7. Modern office procedures, methods, computer equipment and standard office software.
8. Principles and techniques used in public relations.

Skills and Abilities to:

1. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
2. Understand the organization and operation of assigned office as necessary to assume assigned responsibilities.
3. Work with administrators and Board members in providing support and assistance to the Chancellor.
4. Interpret and apply administrative and departmental policies and procedures.
5. Maintain confidential and administrative records and files.
6. Establish and maintain cooperative working relationships with those contacted in the course of work.
7. Coordinate and oversee the work of lower level staff.
8. Operate a variety of office machines and type at a speed necessary for successful job performance.
9. Communicate clearly and concisely, both orally and in writing.

10. Work independently in the absence of supervision.

Education and Experience:

1. Associate's degree or equivalent coursework in general education business or related field.
2. Four years of increasingly responsible executive level administrative support experience.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
4. Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.

WORKING CONDITIONS

Environmental Conditions:

1. Typical office environment.

Physical Conditions:

1. Essential and other important functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Board Approved: 6/12/18
Salary Schedule: C-130
EEO Category: 2B4 – Secretarial/Clerical