San Jose • Evergreen Community College District
Confidential Job Description

Position:  Executive Administrative Assistant to the Chancellor  
Department:  Chancellor’s Office

Location:  District Office  
Date:  06/12/12

POSITION PURPOSE

To provide responsible and complex secretarial and administrative support to the Chancellor and the Board; to manage the day-to-day operations of the office, including overseeing lower level secretarial staff; and to provide information and assistance to faculty, staff, students, and the public.

DISTINGUISHING CHARACTERISTICS

This is the highest level position of the Secretarial series. This class is distinguished from other classes in the series in that this class provides Secretarial and administrative support to the Chancellor and the Board. The incumbent in this class is responsible for managing the day-to-day operations of the Chancellor's office, and supervising and overseeing 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. This position supports and assists the Chancellor with administrative functions involved in working with the Board.

Direction is provided by the Chancellor. This position is designated CONFIDENTIAL and responsibilities include the direct and indirect supervision of full and part time secretarial 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. Screen office and telephone calls; 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. Manage and oversee the day-to-day operations of the Chancellor's Office; assign, oversee and review the work of assigned staff; ensure that work is completed accurately and timely.

4. Prepare the Governing Board Agenda; coordinate with departments; receive and review agenda item material; ensure material is completed properly; follow-up with staff regarding missing items; assemble all material; distribute completed packets to Board members.

5. Attend all Special and Regular Governing Board meetings; record minutes using a recorder or shorthand; prepare minutes; distribute minutes for Board approval.

6. 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.

7. Maintain calendars of department activities, meetings and various events; coordinate office accommodations as required; coordinate travel arrangements; process reimbursement requests.

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. Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge of:

1. Principles and procedures of record keeping and reporting.

2. Word processing methods, techniques and programs.


4. English usage, spelling, grammar and punctuation.

5. Modern office procedures, methods and computer equipment.

6. Principles and techniques used in public relations.

7. Basic mathematical principles.

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. Coordinate and oversee the work of lower level staff.

5. Interpret and apply administrative and departmental policies and procedures.

6. Operate a variety of office machines including a word processor.

7. Type and word process at a speed necessary for successful job performance.

8. Maintain confidential and administrative records and files.

9. Communicate clearly and concisely, both orally and in writing.

10. Work independently in the absence of supervision.

11. Establish and maintain cooperative working relationships with those contacted in the course of work.
12. Maintain effective audio-visual discrimination and perception needed for:
   ─ making observations
   ─ reading and writing
   ─ communicating with others
   ─ operating assigned equipment
   ─ handling varied tasks simultaneously.

13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
   ─ walking, standing or sitting for extended periods of time
   ─ operating assigned equipment.

14. Maintain mental capacity which allows the capability of:
   ─ making sound decisions and using good judgment
   ─ answering questions
   ─ exercise initiative in the completion of work
   ─ demonstrating intellectual capabilities
   ─ maintaining confidentiality where appropriate

**Education and Experience:**

1. Equivalent to completion of the twelfth grade supplemented by specialized secretarial training and college level course work in business administration.

2. Four years of increasingly responsible administrative secretarial experience.

**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.

Date Approved: 06/12/12
Salary Schedule: C-130
EEO Category: 2B2 – Other Professionals