

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

Position: Executive Administrative Assistant,
Board Services

Department: Chancellor's Office

Location: District Office

Date: July 1, 2018

POSITION PURPOSE

Reporting to the Chancellor, this position performs a wide variety of highly responsible, complex, and confidential administrative support duties for the Board of Trustees and the Chancellor such as Board agenda/minutes preparation and records management. Incumbent in this class organizes bi-annual Board of Trustees elections, coordinates assigned activities with district divisions, college campuses, and outside agencies, and provides 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 Board of Trustees and the Chancellor. 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 a significant level of administrative functions involved in working with the Board of Trustees.

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

KEY DUTIES and RESPONSIBILITIES

1. Perform complex and confidential secretarial and administrative activities for the Board of Trustees and 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. Act as a liaison between the Board members, 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; refer callers to the Chancellor or appropriate members of the Board.
3. Review and oversee calendar and events daily to assure timely coordination of Board and Chancellor activities, projects, and responses to ongoing matters; respond to letters and general correspondence not requiring the direct attention of the Chancellor or the Board; research and draft preliminary responses to correspondence for Board or Chancellor's approval.
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 and board committee work; 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. Make travel arrangements for Board members attending Trustee conferences or other district business; process travel and expenses reimbursements.

8. Assist in the review, writing, implementation, and distribution of new and revised Board policies and administrative procedures; maintain official copies of Board minutes and policies.
9. Participate in the preparation and administration of the Chancellor's Office and Governing Board budget; monitor expenditures; submit budget recommendations.
10. Research, compile, analyze and summarize data for special projects and reports; ensure adherence to election rules.
11. Receive, sort and distribute incoming and outgoing correspondence.
12. 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.
13. Coordinate social functions at the District; ensure that all logistical details are implemented.
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. English usage, spelling, grammar and punctuation.
6. Modern office procedures, methods, computer equipment and standard office software.
7. 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. Plan, oversee, and implement activities related to a Board of Trustees including preparing agendas, preparing minutes, and records management.
3. Work with administrators and Board members in providing support and assistance to the Chancellor.
4. Interpret and apply district policies and procedures.
5. Compose complex correspondence and prepare preliminary reports.
6. Take, record or transcribe complex meeting notes.
7. Establish and maintain cooperative working relationships with those contacted in the course of work.

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 effectively to meet demanding schedules and multiple timelines.

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 (content reclassified from Executive Administrative Assistant to the Chancellor)

EEO Category: 2B4 – Secretarial/Clerical