

EXECUTIVE ASSISTANT

GENERAL DESCRIPTION OF CLASS

Under the direction of the assigned administrator, performs a variety of highly complex, responsible, sensitive, confidential, and administrative responsibilities in support of the assigned Vice President and associated Division Office. The Executive Assistant provides support requiring discretion, initiative, and independent judgment in a highly sensitive, confidential, and rapidly changing environment. The incumbent performs responsibilities in an environment dictated by broad District-wide issues and interaction with top executives and officials on complex, confidential, and sensitive matters.

DISTINGUISHING CHARACTERISTICS: The class of Executive Assistant is a senior-level administrative role requiring a substantial amount of complex, confidential administrative support, diverse, technical, and clerical tasks, confidentiality, tact, independence, judgment, and initiative. Incumbents are required to relieve the administrator of routine administrative duties and support the projects and operations of the administrator. Provide administrative support to the Vice President to include coordinating daily operations of the office; performing highly specialized and confidential administrative work; maintaining calendars; responding to and resolving complaints; and taking and preparing meeting minutes.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk*.

This is a confidential position as defined in the Government Code, Section 3540.1 “Confidential employee” means any employee who, in the regular course of their duties, has access to, or possesses information relating to, employer-employee relations.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Independently provides confidential and complex administrative support to a Vice President, Administrative, and/or Division Office. *
2. Organizes, prioritizes, and facilitates the information flow in support of a Vice President, Administrative, and/or Division Office. *
3. Greets, receives, responds to, and directs visitors, telephone callers, and emails; provides information and handles complex issues that may require sensitivity and confidentiality exercising sound judgment on behalf of a Vice President, Administrative, and/or Division Office following the District’s policies and procedures. *
4. Initiates and responds to a wide range of contacts with administration, faculty, staff, students, consultants, vendors, agencies, and the public, requiring sensitivity, independent judgment, and confidentiality. *
5. Serves as the liaison in coordinating a variety of day-to-day events and activities between

a Vice President, Administration, and/or Division Office, as well as other District executives, the California State Chancellor's Office, public and/or private organizations, deans, faculty, students, department heads, managers, administrators, and staff; follows up on needed actions to be taken. *

6. Conducts research, generates, prepares, and assembles reports, records, or other information from a variety of sources. *
7. Composes, edits, finalizes, and distributes correspondence and reports for a Vice President's office, Administrative, and/or Division Office; designs, creates, organizes, updates, and maintains a variety of files and filing systems such as e-files, shared folders/files, and hard-copy files; oversees file and document retention and destruction, following local, state, federal, and District regulations, policies, and procedures. *
8. Prepares and submits board agenda items, agreements, standard and non-standard contracts for services and/or facilities used or provided by the Division; processes and submits documents for approval in accordance with District policies and procedures. *
9. Prepares and generates a variety of reports which may be financial, statistical, technical, legislative, or confidential matter. *
10. Schedules, prioritizes, organizes, and updates the administrator and/or division office's calendars; schedules appointments with all levels of District staff, students, college leadership groups, community representatives, and city, state, and federal officials. *
11. Coordinates and may oversee a variety of special projects and division functions, as assigned. *
12. Assists with developing and coordinating program policies and procedures; disseminates program information to District administration, management, faculty, staff and the public. *
13. Creates, prepares, edits, and initially approves informational or division collateral materials including but not limited to brochures, fliers, and PowerPoint presentations; audits, maintains, and updates division/department records and databases; facilitates and schedules meetings; tracks and monitors assigned budget expenditures, etc. *
14. Creates, organizes, and maintains private and confidential office, personnel, and project files for efficient retrieval and security; maintains files of confidential or sensitive matters in progress. *
15. Develops, establishes, and maintains various division and/or office forms, records, and reports appropriate to information retention and retrieval needs of the Division Office and executive. *
16. Serves as a liaison with service-area schools, districts and with the college community; provides information and referrals as appropriate; establishes and maintains cooperative relationships with project partners. *
17. Utilizes computers and a variety of software programs and applications and computer hardware and/or peripherals to perform advanced-level document production and research including complex formatting of documents; establishes, designs, and creates charts, spreadsheets, presentations, and databases. *
18. Provides executive-level support for various committees, campus constituency groups, and staff meetings; prepares agendas and meeting materials, as needed; participates and facilitates a variety of committee meetings; prepares and distributes minutes; follows up with meeting participants related to any action items to be taken; coordinates and prepares data for administrative review. *
19. Maintains and updates documentation in the District's primary database, files, and/or e-files; ensures accuracy, consistency, and compliance with legal mandates, policies, regulations, and operational procedures affecting the area of assignment. *
20. Prepares and submits appropriate documentation and required reports in support of the

Division Office to the California Community College Chancellor's Office. *

21. Maintains, tracks, monitors, and audits current budget information; tracks and monitors budget expenditures; prepares budget reports; assists in budget expenditure processes; reviews, audits, and routes budget paperwork to appropriate manager and/or administrator for approval. *
22. Assists leadership with travel and conference arrangements; submits conference attendance and expense/travel claims for reimbursement; prepares and submits purchase orders and/or requisitions for supplies. *
23. Assists in facilitating meeting and event preparations including but not limited to facility rental, catering, parking, vendors, and speakers. *
24. Answers phones and emails; determines the nature of calls and/or messages; logs and routes calls and/or emails to appropriate individuals; takes and delivers messages; receives, opens, reviews, prioritizes, and distributes electronic and paper mail. *
25. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
26. May serve on a variety of District committees as requested.
27. May assist with negotiations by gathering data and acting as a resource during labor negotiations.
28. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree in office administration, business administration, public administration, organizational development, or related discipline; **AND**
- Five (5) years of progressively responsible administrative experience providing support to an executive, manager or executive office.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Bachelor's Degree in office administration, business administration, public administration, organizational development, or related discipline.
- Experience in an educational environment supporting a division or department.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District organization, rules, policies, procedures, and operating practices related to the area of assignment.

- Principles and practices of sound business communications.
- Basic principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Modern executive management office methods and techniques.
- Modern office procedures, practices, and equipment.
- Modern office computer software applications and programs.
- Mobile devices and digital filing systems.
- Excellent reception and telephone techniques.
- Research methods.
- Financial and statistical report creation, preparation, and generation.
- Business correspondence and report preparation.
- Software applications and programs that support the level of work.
- Effective communication skills.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Database programs.
- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities of the position.
- Perform highly skilled, difficult, and complex administrative and confidential work in an administrator's, administrative, and/or division office.
- Handle administrative details with professionalism and confidentiality.
- Receive and disseminate confidential information appropriate to the executive, administrative, or division office and audience receiving the data and information.
- Read, understand, interpret, and apply rules, regulations, policies, and other difficult written materials in a wide variety of situations and applications using sound judgement appropriate to the executive, administrative, and/or division office.
- Accurately take and transcribe notes and/or meeting minutes.
- Learn interpret, explain, and apply knowledge of District, college, and organization, operations, programs, functions, special terminology, to relieve the executive or administrator of a variety of administrative details.
- Learn and apply California Education Codes and other policies and rules within a reasonable time.
- Prepare spreadsheets, graphs, and charts.
- Enter, import, export, and extract data to and from databases.
- Plan, organize, and prioritize work to meet timelines and schedules.
- Work under adverse conditions and frequent interruptions.
- Interact effectively with a wide variety of constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
- Understand and carry out oral and written instructions and direction.
- Handle multiple tasks while paying close attention to detail with frequent interruptions.
- Employ critical thinking skills.
- Utilize computers and a variety of software programs and applications.
- Compose correspondence, reports, and develop agendas.
- Research, compile, prepare, edit, proofread, and maintain documents and other information with completeness and accuracy.

- Accurately analyze situations, identify problems, apply sound judgement, and formulate effective solutions.
- Give clear and concise information and directions.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective record keeping, filing, and file sharing systems.
- Use discretion and handle District and college staff and students with diplomacy.
- Work with diverse populations.
- Establish and maintain effective and cooperative working relationships with those encountered during the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college

faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.