

# BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EXECUTIVE ASSISTANT, SUPERINTENDENT/PRESIDENT AND BOARD OF TRUSTEES

U152.200

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**BASIC FUNCTION:** Under the general supervision of the Superintendent/ President, performs highly complex executive, administrative and secretarial functions requiring the application of a broad knowledge of rules, regulations, laws and policies and procedures governing the District in support of the Superintendent/President and the Board of Trustees. The nature, diversity and scope of responsibilities involve public and inter-organizational relations along with the frequent use of discretion, initiative and independent judgment. Incumbents in this position are required to have ongoing knowledge pertaining to the District and its associated policies and procedures, regulations and laws. The incumbent is also held accountable for relevant departmental information in order to deliver accurate and timely information, make appropriate decisions and is required to supervise classified staff. Performs related work as required.

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**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 \*.)*

- \*1. Independently performs a wide variety of administrative functions to relieve the Superintendent/President of routine, daily administrative details to ensure efficient and effective office operations applying a high degree of confidentiality, responsibility and judgment not requiring the approval or direct involvement of the Superintendent/President. Prepares and edits articles, announcements and other documents for dissemination from the Office of the Superintendent/President and the Board of Trustees. Takes action to assist with complaints and/or problems and refers visitors, students and District personnel to the appropriate administrator or staff member for resolution.
- \*2. Serves as the internal and external liaison for the Superintendent/President with District administrators and/or leadership groups, community representatives, attorneys and city, state and federal officials on legal and confidential matters.
- \*3. Plans, organizes and manages the daily operations for the Office of the Superintendent/President and Board of Trustees. Functions include, but are not limited to; scheduling appointments and organizing the calendar for the Superintendent/President and the Board of Trustees; taking and delivering messages; receives, opens, reviews, distributes and responds to inquiries in various formats regarding issues where judgment, knowledge and/or the interpretation of laws, regulations and policies and procedures are necessary; prepares a variety of correspondence, reports, manuals, agendas, legal and confidential documents and contracts and agreements.
- \*4. Initiates and coordinates a variety of details and forms related to Board reorganization, political issues and/or elections at the county and state level, etc; maintains the District's Conflict of Interest Code and serves as District's reporting officer to the California Fair Political Practices Commission.
- \*5. Utilizes computers and a variety of software and hardware to perform advanced-level document production including complex formatting of documents and establishing, designing and creating charts, spreadsheets, presentations and databases. Creates, prepares, formats, edits, proofreads, distributes and maintains a variety of correspondence, reports, charts, agendas and materials containing confidential and/or sensitive information; establishes and maintains effective filing and organizational systems; and prepares and edits articles, manuals, announcements and other documents or publications.
- \*6. Meets regularly as a contributing member of the Superintendent/President's Leadership Team. Provides administrative support for various committees and campus constituency groups. Prepares meeting agenda and records minutes of all meetings called by the Superintendent/President and distributes materials as required; assists in meeting and event preparations arranging for facilities, food services, parking, notifications and contacting speakers, as required.
- \*7. Maintains current budget information; monitors budget expenditures; prepares budget reports; assists in budget expenditures and processes and routes budget paperwork; prepares requisitions for supplies.
- \*8. Plans, coordinates and attends all meetings of the Board of Trustees, including closed sessions, if requested and assumes responsibility for the orderly dissemination of materials and recordings of all proceedings.
- \*9. Prepares the agenda for Board of Trustees' meetings; records and prepares minutes; prepares follow-up correspondence, reports and memoranda of actions taken; notifies administrative staff of items due at a future meeting as a result of Board directives. Ensures the timely submittal of agenda items from campus staff; maintains calendar of regular Board submittals, and prepares and places items on agendas as appropriate. Prepares correspondence, reports and materials for meetings of the Board of Trustees' closed sessions, independently or from oral instructions.
- \*10. Provides administrative support to Board members on Board-related matters; schedules appointments, prepares

- correspondence and conducts legislative research. Communicates with Board members regarding District matters requiring their attention; acts as liaison between members of the Board and all District staff and students.
- \*11. Researches and analyzes Board policies and procedures to ensure compliance with state and federal laws and regulations and other legal requirements. Schedules the review of policies and prepares agenda items as appropriate; distributes all approved revisions.
  - \*12. Interprets and communicates policies to District staff. Coordinates the merging of District policies with the Community College League Policy Subscription Service. Assures that policies are available on the Butte college web site.
  - \*13. Serves as the District contact for requests under the California Public Records Act. Coordinates the gathering of information and prepares correspondence as required and requested.
  - \*14. Ensures District compliance with the Ralph M. Brown Act.
  15. Develops annual calendar of all meetings and activities related to the Office of the President and the Board of Trustees; keeps schedule for Board Room usage.
  16. Makes travel accommodations and other necessary arrangements for the Superintendent/President and for members of the Board for conference and/or meeting attendance, as well as for visiting consultants, accreditation team members, etc.; submits conference/meeting attendance and expense/travel claims for payment.
  17. Screens visitors, answers multiple phone lines and determines nature of calls; logs and routes calls to appropriate individuals; takes and delivers messages; receives, opens, reviews and distributes electronic and paper mail.
  18. Works in liaison with District administrators, attorneys and staff on matters of a confidential and/or legal nature.
  19. Serves on a variety of District committees as requested.
  20. Performs related work as required.

**MINIMUM QUALIFICATIONS; EDUCATION AND EXPERIENCE:**

- Associate's Degree from an accredited institution or the equivalent\*; **AND**
- Seven (7) years of progressively responsible administrative secretarial experience, five (5) years of which were in direct support of an administrator at a director level or above.

\* *Two (2) years of increasingly responsible work experience for each full year (24-30 units) of college. Work experience must be in an office setting.*

**CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- Excellent written and verbal communication skills, strong organizational skills and the ability to pay close attention to detail.

**DESIRED QUALIFICATIONS:**

- Experience in an educational setting.
- Proficient in Microsoft Office Suite.
- Legal experience within an educational environment.
- Maintain a valid California Driver License throughout duration of employment with the District.

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

Knowledge of and the ability to interpret and apply District policies, rules, procedures, regulations and federal, state and local laws affecting the District.

**Knowledge of:** laws and ordinances pertaining to the specific responsibilities of the position; Education Code; modern office procedures, practices and equipment; various computer hardware and software; excellent customer service skills, reception and telephone techniques; proper grammar usage, vocabulary, spelling, and punctuation; research methods; Ralph M. Brown Act; California Public Records Act; and general legal procedures.

**Ability to:** learn, interpret and apply District policies and procedures; perform difficult and complex secretarial work; compose correspondence and reports and develop agendas accurately; set priorities, effectively manage time and work in a fast-paced environment handling multiple tasks while paying close attention to detail with frequent interruptions; supervise, coordinate and provide leadership and direction to classified staff and student assistants; utilize computers and a variety of software for data and word processing; research, prepare, proofread, edit and maintain documents; compile data and information with completeness and accuracy; plan, implement and control multi-faceted projects; accurately analyze situations, identify problems, apply sound judgment and formulate effective solutions; give clear and concise information and directions; research legal issues and prepare comprehensive, clear and concise reports and recommendations; make thorough, educated decisions; work independently; establish and maintain

cooperative working relationships with those contacted in the course of work; use discretion and handle students, staff and faculty in a diplomatic manner; work with diverse populations; make required mathematical calculations accurately; establish effective record-keeping systems and maintain records accurately and with confidentiality as required; take dictation and transcribe it accurately; utilize Keyboarding skills commensurate with the required functions for this position; and greet students, staff and visitors in a pleasant and helpful manner.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Supervises regular classified employee(s). Provides assignments and work direction to classified staff, short-term employees and student assistants.

**PHYSICAL EFFORT:**

Normal office environment.

**CONTACTS:**

All classifications of District administrators, faculty and staff; vendors, members of the Board of Trustees; legislative offices; local news media; students; State Chancellor's Office personnel; general public.

**WORKING CONDITIONS:**

Normal office environment.

**NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS**

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.