



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EXECUTIVE ASSISTANT (Non-Confidential)	CLASSIFIED	GRADE: N MONTHS:
BOARD POLICY REFERENCE: 2003 classification review		DATE: 7/03

JOB DESCRIPTION:

Under direction, perform administrative duties requiring initiative, independence, and confidentiality in more than one of the areas of office management, fiscal management, customer relations or other specialized services; may serve as the lead worker for other classified staff within the component; supervise student assistants and short term, non-continuing personnel; and perform related work as required.

SCOPE:

The Executive Assistant (Non-Confidential) coordinates component administrative tasks of a highly complex nature; provides administrative and clerical support to assigned supervisor(s); initiates and recommends changes in procedures as required; provides technical assistance to others; and manages complex projects as assigned.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant (Non-Confidential) is distinguished from the Executive Assistant (Confidential) by the duties and responsibilities involved in employer/employee relations and the negotiating process as defined in Senate Bill 160. The Executive Assistant (Non-Confidential) is distinguished from the AAIII by the level of independence, initiative, and accountability required to perform the essential tasks.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates complex administrative tasks within assigned component; initiates changes in procedures as needed.
2. Prepares and monitors complex legal contracts such as property acquisitions, health providers, etc.
3. Interprets and explains District policies and procedures.
4. Composes and keyboards legal documents, reports, correspondence, memos, forms, agendas, faculty evaluations, meeting minutes, directories, and tables; proofreads documents for accuracy, completeness, and conformity to established formats; creates complex *original* draft correspondence; designs and creates brochures, forms, flyers and other marketing and information materials.
5. Coordinates activities for a variety of meetings, conferences, committees, and special projects; attends meetings, takes notes and prepares minutes. Assists in compiling, developing and maintaining budgets; maintains detailed spreadsheets and databases of components' expenditures; monitors several budgets; prepares purchase requisitions and budget transfers electronically.
6. Develops and maintains complex spreadsheets and databases.

KEY DUTIES AND RESPONSIBILITIES:

7. Maintains various statistical records for assigned component; maintains complex general and confidential files.
8. May design, develop, modify and update a website; coordinates with appropriate departments to implement a web site.
9. Initiates, processes and tracks faculty schedule changes; troubleshoots and resolves scheduling problems; monitors enrollments and faculty loads.
10. Provides detailed administrative and clerical support for assigned supervisor(s).
11. Works closely with students, staff, faculty, department heads, supervisor(s) and the public to implement goals and objectives of assigned component, resolves conflicts and ensures efficient operation of area.
12. May serve as lead worker to other classified staff in the area; may supervise student assistants and short-term, non-continuing employees.

EMPLOYMENT STANDARDS**ABILITY TO:**

Perform difficult, complex and detailed clerical and administrative work with accuracy and speed; type or keyboard 60 words per minute; take and transcribe minutes/memos with speed and accuracy; analyze situations accurately and take appropriate action; identify problems and recommend solutions; compose correspondence and accurate reports with little guidance and direction; communicate effectively in English; follow and give oral and written directions; perform mathematic calculations with accuracy; develop and maintain statistical records; work independently with a minimum of supervision; interpret, apply and initiate District policies and procedures; maintain cooperative working relationships; interact with the public in a helpful, courteous and friendly manner; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern office methods and practices including filing, proofreading, formatting, report writing and basic bookkeeping and fiscal management; proper English usage, spelling, vocabulary, and grammar; operation of personal computer software programs including word processing and spreadsheet tools, calculators, adding machines and other standard office equipment; proper reception and telephone etiquette.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Associate's degree.

Experience:

Five years of increasingly responsible secretarial or administrative assistant experience; demonstrated experience working with minimal supervision or direction. Expertise in numerous software programs such as Microsoft Outlook, Microsoft Word, Excel, Powerpoint, a desktop publishing program, an Internet navigation program and a Web publishing program.