

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Executive Assistant/ Academic Affairs	Management Team Confidential	Range: 7.5 Days: 228

JOB DESCRIPTION:

Under direction, assists the Vice President of Academic Affairs/Assistant Superintendent, planning, organizing and participating in the component administrative staff operations related to the assigned responsibilities; responsible for a wide variety of routine clerical and administrative detail; and does related work as required.

SCOPE:

The Executive Assistant's responsibilities are varied, technical and confidential in nature, requiring a high degree of initiative and independence, and comprehensive knowledge of the policies and procedures of District-wide functions and operations. Incumbents are responsible for integrating and coordinating operating procedures, communications, and administrative support functions within the Academic Affairs component and District-wide under the responsibility of the Vice President of Academic Affairs/Assistant Superintendent. Incumbent maintains accurate accountability of budgets.

The duties and responsibilities of an Executive Assistant involve employer/employee relations and the negotiating process as defined in Senate Bill 160.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature

1. Processes administrative details not requiring immediate attention of the administrator.
2. Collects, compiles, and digests information pertaining to related administrative or educational activities and prepares drafts of reports.
3. Receives and processes information which may be of a technical, confidential nature.
4. Develops procedures to expedite transmittal of information or to facilitate implementation of policies and programs.
5. Answers correspondence independently.
6. Arranges and schedules committee and other meetings.
7. Analyzes and prepares information for budget development and detailed proposals including reports requiring financial and statistical data.
8. Prepares agenda and other information for meetings or conferences.
9. May attend meetings and prepares minutes and summaries of action taken.

EXECUTIVE ASSISTANT/ACADEMIC AFFAIRS

10. Assists in maintaining contact and coordinating communication with individuals, groups, associations, other offices in the District and outside the District as appropriate.
11. Receives calls and gives out information where judgment, knowledge and interpretation of policies, procedures, and regulations are necessary.
12. Receives complaints and takes steps to see that they are resolved or appropriately referred.
13. Exercises discretion in arranging appointments and itinerary for officials.
14. Maintains files on matters in progress and expedites their completion.
15. Prepares and/or coordinates the preparation of items for the Board of Trustees' meetings.
16. Orders and issues supplies.
17. May supervise and evaluate classified staff and delegate work.
18. Performs other duties as assigned by the Vice President of Academic Affairs/Assistant Superintendent.
19. Participates in the organization, coordination and execution of projects of a broad nature for the component area and District-wide.

KNOWLEDGE OF:

1. Modern office practices and procedures.
2. Computer software and related office technology, including word processing, spreadsheets, graphic design, presentation software, database and working knowledge of email and web interface.

ABILITY TO:

1. Plan, manage and execute work independently.
2. Interpret and apply policy and procedures.
3. Prepare and edit reports, financial spreadsheets, and other material of a routine or complex nature.
4. Compose letters independently.
5. Type from clear copy at 60 words per minute.
6. Transcribe minutes of meetings accurately.
7. Adapt to new office technology and software effectively.
8. Demonstrate strong clerical, organizational and coordinating skills.

EXECUTIVE ASSISTANT/ACADEMIC AFFAIRS

9. Relate effectively with a wide diversity of students, faculty, staff and community members.
10. Demonstrate sensitivity to, and respect for, a diverse population.
11. Handle confidential matters with care and sensitivity.

QUALIFICATIONS:

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

Education:

Any combination equivalent to an Associate of Arts degree.

Experience:

Five years of advanced secretarial experience.

SUPERVISION RECEIVED:

The Executive Assistant/Academic Affairs reports to the Vice President of Academic Affairs/Assistant Superintendent.

SUPERVISION EXERCISED:

The Executive Assistant may serve as a lead worker to other confidential and classified staff in the component area. May supervise STNC's and student employees as assigned.

Board Approved: 02/12/02

Personnel/akm/job descriptions/77 Confidential, Executive Assistant/Academic Affairs