

Santa Rosa Junior College



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

JOB DESCRIPTION:

Under direction, assists the Director of Human Resources in planning, organizing, and participating in the clerical operations related to the Human Resources Department; responsible for a wide variety of routine clerical and administrative detail eliminating the need for the Director to become involved in specific office logistic details; 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 a specific area.

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. Prepares and or coordinates the preparation of items for the Human Resources Board Agenda, including determining which category the transactions will be reported under.
2. Coordinates activities for a wide variety of meetings, conferences, committees, and special projects.
3. Attends meetings, takes notes, and prepares minutes.
4. Receives calls and provides information where judgment, knowledge and interpretation of District policies, procedures and regulations are necessary.
5. Creates, maintains, and distributes Human Resources Department's forms such as job descriptions, organizational charts, and salary schedules.
6. Monitors departmental budget activities by compiling, developing and maintaining detailed spreadsheets and databases of Department's expenditures.
7. Chairs the Employee of the Month Committee including arranging meetings, publicity, selection of Employee of the Month, determining presenter, contacting the Public Relations office, arranging for or purchasing gifts, plaques and/or certificates.
8. Maintains Courtesy account, including sending cards and flowers. Arranges vendor for flower account.

EXECUTIVE ASSISTANT/HUMAN RESOURCES

9. Types reports, correspondence, memos, forms, agendas, directories and tables such as union negotiations proposals and salary schedules; disciplinary actions, grievances and legal actions and responses. Proofreads documents for accuracy, completeness, and conformity to established formats.
10. Maintains complex general and confidential files.
11. May compose routine correspondence independently by assembling and summarizing information and data.
12. Prepares purchase and departmental supply orders; may oversee the maintenance and repair of office equipment.
13. Sorts and distributes Director, Human Resources' mail.
14. May serve as lead worker to other confidential and classified staff in the Department.

KNOWLEDGE OF:

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

ABILITY TO:

1. Perform responsible, difficult, complex and detailed clerical and routine administrative work requiring independent judgment with speed and accuracy.
2. Learn, interpret and apply policies, laws, rules and regulations applicable to the District.
3. Compile, edit and organize reports and memoranda.
4. Compose correspondence independently.
5. Interact with the public in a helpful, courteous and friendly manner.
6. Maintain cooperative working relationships.
7. Follow and give oral and written directions.
8. Transcribe minutes of meetings accurately; type from clear copy at minimum of 60 words per minute.
9. Coordinate diverse activities into an organized work flow.

EXECUTIVE ASSISTANT/HUMAN RESOURCES

10. Anticipate needs and collect or organize information quickly, completely and accurately.
11. Analyze situations accurately and take appropriate action.
12. Perform mathematic calculations with accuracy.
13. Work independently with a minimum of supervision.
14. Learn or possess the ability to design an area web site.
15. Demonstrate sensitivity to, and respect for, a diverse population.

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:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Experience:

A typical way to obtain the knowledge and abilities would be any combination equivalent to an associate's degree and increasingly responsible secretarial and administrative assistant experience.

SUPERVISION RECEIVED:

The Executive Assistant/Human Resources performs assigned duties under the direct supervision of the Director, Human Resources.

SUPERVISION EXERCISED:

May serve as a lead worker to other confidential and classified staff in the area. May supervise STNC's and students as assigned.

Board Approved: 02/12/02

Personnel/akm/job descriptions/78 Confidential, Executive Assistant/Human Resources