

DESERT COMMUNITY COLLEGE DISTRICT

EXECUTIVE ADMINISTRATIVE ASSISTANT **(CONFIDENTIAL)**

BASIC FUNCTION

Under direction, plans and performs a wide variety of complex, responsible, highly sensitive, confidential administrative, technical, and secretarial support functions for the assigned Vice President, or Executive Director. Executive Administrative Assistant/Confidential makes decisions and handles issues using discretion, sound judgment, and applying knowledge of relevant law and District policies, regulations and procedures; researches, collects, analyzes, and compiles data and information for the development and presentation of management positions with respect to employer-employee relations and Board meetings; and assists professionally in addressing sensitive student, faculty, and staff matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. These duties are representative of the essential functions of the position.

1. Provide a broad range of administrative support including duties that require regular access to confidential information in the normal course of the job that is used to contribute significantly to the development of management positions in respect to employer-employee relations. Attend, take notes and transcribe minutes of collective bargaining sessions and meetings related to negotiations, disciplinary proceedings, and grievances. Assist in the preparation and tracking of proposals, counterproposals and grievances. Conduct research, analyze, and prepare materials used to assist in the development of management positions. Maintain records and documents.
2. Provide administrative support using Microsoft Office Suites and student, employee and financial databases, draft and prepare materials, memoranda, correspondence, reports, agreements, presentations, forms, and other documents often of a highly sensitive, confidential or complex nature; proofread and check for accuracy, completeness and compliance with District standards, policies and procedures; ensure materials, reports and documents for signature are accurate and complete; and receive documents and process a variety of requests; prepare agenda items and reports for Board meetings; prepare agenda, materials and minutes for committee meetings. Post documents and maintain appropriate college webpages.
3. Receive and screen visitors and telephone calls, interacting professionally and cooperatively in providing information and handling complex issues relating to operational, personnel, disciplinary, and employee-employer relations that may require sensitivity, confidentiality, and the use of sound independent judgment; conduct research, respond to requests for information and complaints from Board and committee members, students, faculty staff, the public and external agencies; refer certain issues to appropriate staff or take or recommend action to resolve the issue; review, determine the priority of, annotate and route assigned incoming correspondence and e-mails; initiate outgoing correspondence and e-mails, as necessary. Relieve the Administrator of technical, clerical, and administrative duties within the scope of the assigned duties.

4. Sets up and maintain Administrator's calendar; coordinate, arrange and confirm meetings; screen request for appointments; make and confirm travel arrangements; submit conference registration; arrange hotel and flight reservations; develop and complete itineraries, travel forms, reimbursements and other related documentation.
5. Act as liaison in coordinating matters between the Administrator's office and other executive-level administrators, students, faculty and department chairs; follow up to ensure that needed action is taken; research, analyze and interpret policies within areas of responsibility for administrators and staff and other internal and external parties pertaining to student and employee records.
6. Research and assemble information from a variety of sources for the preparation of records, correspondence and reports for administrator; design, create, organize, and maintain specialized and efficient office files or filing systems; establish and maintain confidential, subject and tickler files; oversee maintenance and purging of records in compliance with District policies and procedures. Develop and recommend new and improved systems and procedures to ensure the efficiency of office operations.
7. Research and compile data, complete reports, and provide other support and assistance in the of preparation of the Office's annual budget, budget review and year-end closing; access, monitor and review assigned expenses and budget balances; appraise Administrator of any budgetary issues; prepare expense and appropriation transfers; coordinators and monitors purchasing and inventory of office supplies, furnishing and equipment.
8. As appropriate, provide lead work direction, scheduling, and guidance and training to other support staff and student workers; coordinate and oversee office workflow; provide back up support for other support staff.
9. Review and verify Administrator's and/or other designated staff payroll, attendance and absence information; maintain related records; complete and distribute paperwork to appropriate administrative offices, maintain confidential personnel files.
10. Plan, organize and make arrangements for special events and meetings; work collaboratively with departments and offices to coordinate events; secure event locations and arrange set up.
11. Attend a variety of meetings, training sessions, conferences and seminars. Serve on District committees, as assigned
12. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Applicable state, federal, and regional laws, regulations, policies, and procedures; modern office and administrative practices, and procedures; preparation of complex reports; telephone techniques and etiquette; record-keeping techniques; operation of office machines including computer equipment and Microsoft Office Suite applications and databases; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy; terminology, work processes and local, state and federal requirements applicable to areas of assigned responsibility; Robert's Rules of Order; collective bargaining principals and procedures; basic functions of public agencies, including the role of an elected Board and appointed committees; preparation of supporting agenda documentation for governing board; advanced uses of word processing,

graphics, spreadsheet, database, presentation, and other software to create documents and materials requiring the interpretation and manipulation of data; and basic principles and practices of public administration, including budgeting, purchasing and maintenance of public records.

Ability to: Plan, organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility in support of the Administrator; manage multiple and rapidly changing priorities to meet the needs and expectations of executives understand a wide range of institutional issues; research, learn, interpret, apply and explain rules, regulations, policies and procedures; analyze and recommend improvements to systems, procedures and methods; work confidentially with discretion and sensitivity; work on multiple projects in meeting schedules and timelines; use a high degree of tact, diplomacy and discretion when interacting with sensitive and confidential situations and concerned citizens; compose correspondence, prepare documents and make arrangements from brief instructions; analyze situations accurately and adopt an effective course of action; understand and be sensitive to the diverse backgrounds of community college students; operate a variety of standard office machines including a computer and applicable software including Microsoft Office Suites and other databases; communicate effectively both orally and in writing; organize research and maintain complete and extensive office files; prepare clear, accurate and concise records and reports; establish and maintain highly effective working relationships with District executives and managers, committee members, staff, students, the public and others encountered in the course of work; maintain confidentiality of student records and personnel issues and records; understand and follow oral and written instructions; sit for extended periods of time; bend at the waist, kneel or crouch, and lift 25 pounds.

EDUCATION AND EXPERIENCE

Bachelor's degree and two (2) years of increasingly responsible administrative experience including previous work experience in support of non-profit or public governing boards or equivalent.

PREFERRED QUALIFICATIONS:

Master's degree

Experience supporting senior manager, instruction, student services or human resources knowledge.

Experience working in a collective bargaining environment.

WORKING CONDITIONS

Environment: Office environment. Constant interruptions. Occasional off-campus travel may be required.

EMPLOYMENT STATUS

Classified Confidential

Leadership Salary Schedule V

Approved: 03/21/2014

Revised: 3/22/2019

Board Approved: April 10, 2019