



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

EXECUTIVE ASSISTANT TO THE PRESIDENT

A Classified Professional Position
Grade 195S – Salary Schedule 40

A. General Statement

Under direction of the College President, the Executive Assistant to the President performs difficult and specialized clerical and administrative support, including coordinating a wide variety of complex projects and assignments. There is an expectation that the Executive Assistant to the President will resolve problems and make independent decisions with minimum supervision. The Executive Assistant to the President exercises independent judgment while initiating and coordinating office procedures and timelines in order to provide support for the President's Office, analyzes situations accurately, and takes appropriate action in identifying problems and recommending solutions. The employee initiates, implements and coordinates other staff workloads and timelines in order to complete major projects and to provide support for the President's Office. Public contact is extensive, and involves Governing Board members, the Chancellor's Office, College and District staff, faculty, students, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to resolve many minor and occasional major problems that arise, by selecting from among alternative procedures that are available. Consequences of errors in judgment could be costly in public relations, staff and employee time. The Executive Assistant to the President may lead the work of other clerical staff, volunteers and student assistants as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the 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 classification.

1. Works cooperatively with the College President to carry out the District's mission, vision, and goals by assisting and overseeing preparation of strategic planning agendas, minutes, and other materials
2. Composes correspondence on own initiative on matters not requiring personal responses of the College President and responds to various surveys; prepares information of a confidential nature, including responses from the College President on grievances and legal matters, preparation of administrative and staff evaluations, and a variety of other documents

3. Responds to and assists the College President in resolving difficult and sensitive inquiries, complaints, and requests for information and assistance
4. Screens mail for crucial and confidential matters requiring the College President's immediate attention or requiring the referral to other appropriate administrative staff
5. Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
6. Sets up and maintains a complex management calendar for the College President, including maintenance of appointment schedules, and making arrangements for special meetings, conferences, and workshops
7. Coordinates comprehensive travel arrangements and prepares and oversees documentation for travel and other requests and reimbursements for the College President
8. Plans and coordinates administrative unit and college-wide events and activities in conjunction with other management and staff and provides event and activity support such as planning and scheduling speakers, confirming sites and availability of participants, compiling event materials, and providing follow-up as assigned
9. Coordinates, compiles, organizes, prepares, and oversees the production of agendas, minutes, meeting materials, calendars, and other materials; maintains official records of agendas and minutes
10. Serves as a liaison for the College President with the community and staff, including maintenance of the appropriate District informational websites
11. Uses standard software applications to compose and prepare calendars, correspondence, reports, surveys, presentations, brochures, special projects, grant applications, contracts, agendas and meeting minutes and to design and/or to update an area web site
12. Uses a database and a variety of spreadsheet and other computer software to set up, track and maintain a wide variety of data and files
13. Researches and compiles data for statistical, financial and other reports, class schedules, catalogs and brochures, special projects, grant applications, contracts, correspondence, surveys, presentations, agenda materials, division/department programs and services, and other uses
14. Monitors budgets for College President and makes recommendations regarding expenditures and allocations; prepares purchase requisitions and completes electronic supply orders; prepares appropriate expense reports for the College President
15. Plans, organizes, coordinates, and directs office workflow and makes workload assignments in the President's Office, including ensuring that timelines are met, assigning projects, and supervising employee production
16. Prepares agendas, calendars, and meeting materials for meetings.
17. Works with Human Resources to schedule second interview schedules for faculty and administrative staff and for positions reporting directly to the College President

18. Trains and leads the work of other administrative support staff in major procedural workloads as assigned, including recommending timelines for submission of work by other staff, reviewing and auditing completed work, and instructing staff on modifications to existing procedures
19. Reviews office workflow for efficiency and makes recommendations for modifications, including planning, creating, and implementing new and modified office forms and procedures in conjunction with management and other staff
20. Proofreads documents and publications
21. Performs other related duties as assigned

C. Requirements

1. Associate in Arts degree in business administration, office administration, or a closely related field
 2. Successful complex clerical experience of increasing responsibility
 3. Extensive public contact experience with people of diverse cultures, language groups and abilities
 4. Experience with the organization and implementation of various complex office procedures and forms
 5. Experience with training and leading the work of others
 6. Experience with the use of a variety of computer software to compose and prepare correspondence, reports, presentations, and other written materials
 7. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
 8. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
 9. Demonstrated skill in working as part of a customer service team
- OR
- An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires data comparison and interpretation; contact in close proximity with individuals and groups; work under deadline pressure; multi-tasking; attention to detail; manual dexterity; pulling, pushing, reaching; moving items of light to moderate weight; listening/comprehension of a variety of directional formats; flexibility, and adaptability in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of office organizational procedures including workflow, current office equipment, supplies, file systems and computer applications
2. Skill in multi-tasking and workload prioritizing under deadline pressure, using independent judgment for decision-making
3. Skill in use of the Microsoft Office Suite, Adobe Creative Suite, and web-based content management systems
4. Skill in respectful, tactful, confidential and sensitive interaction with people who are diverse in their cultures, language groups and abilities
5. Skill in project and event planning
6. Skill in oral communication, including public speaking and giving clear and concise instructions

7. Skill in written communication
8. Skill in training and leading the work of others
9. Skill in organizing data, setting up, tracking and maintaining data in electronic and manual files
10. Ability to coordinate, anticipate, and resolve workload issues and problems
11. Ability to work effectively as part of a customer service team

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