



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

FACILITIES/PUBLIC SAFETY EXECUTIVE ASSISTANT

A Classified Professional Position
Grade 195S – Salary Schedule 40

A. General Statement

Under direction of the Vice Chancellor of Facilities Planning, Maintenance and Operations, Executive Director of Facilities Planning and Operations, and Director of Public Safety, the Facilities/Public Safety Executive Assistant performs complex and specialized clerical and administrative support, including coordinating a wide variety of complex projects and assignments. The Facilities/Public Safety Executive Assistant resolves problems and makes independent decisions with minimal supervision. The Facilities/Public Safety Executive Assistant exercises independent judgment while initiating and coordinating office procedures and timelines in order to provide support for the Facilities and Public Safety Department, 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 Department. Public contact is extensive, and involves Governing Board members, the District and State Chancellor's Offices, College and District staff, faculty, students, vendors, other 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 Facilities/Public Safety Executive Assistant 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 Facilities and Public Safety Staff 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 Department Leadership and responds to various surveys; prepares information of a confidential nature, including responses to grievances and legal matters, preparation of administrative and staff evaluations, and a variety of other documents.

3. 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; maintains Facilities and Public Safety Department database management such as staff and student parking permits, training, payroll, absenteeism, injuries, temp employees, detail employees, and contact information; ensure vehicle and equipment database management, analysis and reporting (smog requirements, surplus, and registration).
4. Responds to and assists the Department Leadership in resolving difficult and sensitive inquiries, complaints and requests for information and assistance; screens mail for crucial and confidential matters requiring immediate attention or referral to other appropriate administrative staff; screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals.
5. Sets up and maintains a complex management calendar for the Department, including maintenance of appointment schedules, and making arrangements for special meetings, conferences, and workshops
6. Coordinates comprehensive travel arrangements and prepares and oversees documentation for travel and other requests and reimbursements for the Department
7. Coordinate with District Staff on expenditures, encumbrances, accounts payable, balances, and reconciliation; monitors budgets for the Department and makes recommendations regarding expenditures and allocations; prepares purchase requisitions and completes electronic supply orders; reconciles and allocates procurement card expenses.
8. Sets up and maintains an electronic and manual resource library of historical and current materials related to agency compliance regulations, demographics, personnel, collective bargaining and grievance issues, legal decisions, funding resources and grant requirements, fiscal and budgetary data, market and industry facilities trends, and work order tracking.
9. Plans and coordinates Department 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
10. Uses a variety of financial spreadsheet software application (Oracle Banner & MS Office) for the development and monitoring of Facilities Department budgets to include Fund 1 (Salaries, Benefits, & Operations), Fund 4 (Capital Construction & Scheduled Maintenance), Fund 3 (Parking), and other grant funded facilities projects as required.
11. Coordinates, compiles, organizes, prepares, and oversees the production of agendas, minutes, meeting materials including presentations, calendars, and other materials; maintains official records of agendas and minutes
12. Serves as a liaison and coordinates training, as necessary, for the Department with the community and staff, the Northern California Facilities Group consisting of over 17 local Community College Districts, the State Chancellor's Office, Division of State Architect, and County Office for Emergency Services, Labor Organizations such as AFSCME, CSEA, San Mateo County Building and Trades Council, and the like.
13. Maintains and updates Facilities and Public Safety websites.

14. Uses standard software applications to compose and coordinate 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
15. Plans, organizes, coordinates, and directs office workflow and makes workload assignments in the Department, including ensuring that timelines are met, assigning projects, and supervising employee production
16. Works with Human Resources to coordinate the hiring process, including scheduling interviews and contacting references for positions in the Department
17. 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
18. 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.
19. Oversees and maintains critical records and files and inventory of equipment and supplies related to Emergency Preparedness and Response planning for the District; performs monthly AED readiness check at the District Office; performs districtwide UHF radio tests.
20. Performs other related duties as assigned

C. Requirements

1. Bachelor's degree in business administration, office administration, or a closely related field
2. Minimum of five years complex clerical experience of increasing responsibility
3. Experience with extensive public contact 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, 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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