



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

EXECUTIVE ASSISTANT

A Classified Professional Position
Grade 180S – Salary Schedule 40

A. General Statement

The Executive Assistant performs paraprofessional work related to providing a variety of technical, coordinative and other support services to senior administrative staff. Under direction, the position is responsible for moderate to complex assignments, such as research and reporting; project and/or staff coordination and follow-up; facilitating meetings; planning and implementing workshops and special events. Public contact is extensive and can include staff, students, outside agencies and organizations for the purpose of exchanging policy and procedural information. A high degree of independent judgment and creativity is required to create original materials, plan and implement major workloads and to provide input into workflow and project planning and implementation. Consequences of errors in judgment could be costly in public relations and employee time. An Executive Assistant can direct the work of clerical and other staff and student assistant 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. Exchanges information with staff, students, other educational institutions, funding, regulatory and other outside agencies and organizations, and the general public regarding College and District policies, procedures, timelines, staffing, contracts, event planning and other issues
2. Represents administrative staff at a variety of meetings as assigned
3. Drives a motor vehicle to attend workshops, meetings and other events to present and/or obtain current information used to develop original materials or make modifications to existing procedures
4. Confers with administrative staff regarding moderate to complex projects and workflow
5. Researches, compiles data for, designs, formats and prepares statistical, financial, demographic and other data for special and regular reports and databases, using a variety of computer and presentation software
6. Makes recommendations for changes to procedures, workflow and policies
7. Sets up and maintains a library of resource materials on a variety of topics
8. Trains, supervises and evaluates the work of clerical and other staff as assigned
9. Coordinates staff in other College and District units on special and regular projects
10. Plans project timelines, required staff support, outcomes and deliverables

11. Composes correspondence, survey responses, memoranda, brochures, training materials, handbooks and other reference materials as assigned
12. Sets up and maintains confidential and other documentation and files
13. Performs other related duties as assigned

C. Requirements

1. A Bachelor's degree in business administration, management, or a closely related field
2. Successful complex clerical experience of increasing responsibility
3. Demonstrated skill in respectful, sensitive communication with people who are diverse in their cultures, language groups and abilities
4. Demonstrated skill in written and oral communication, including public speaking
5. Experience with the organization and implementation of various complex office procedures and forms
6. Experience with training and supervising the work of others
7. Skill in the use of a variety of computer software to compose and prepare correspondence, reports, presentations, and other written materials
8. Skill in project planning and implementation
9. Experience with research and compiling data for, formatting, and preparing statistical, financial and other reports
10. Demonstrated skill in multi-tasking, prioritizing workloads, and working independently
11. 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 visual comparison and acuity; manual dexterity; oral communication to small and large groups; attention to details; data analysis and logical sequencing; multitasking; work under deadline and other pressures; patience and sensitivity to others; discretion and tact; negotiating and persuasive communication; driving a motor vehicle; good memory; and strategic planning in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of the policies and procedures applicable to a major District or College administrative unit.
2. Knowledge of the techniques used in research.
3. Skill in using a variety of spreadsheet, presentation and other computer software.
4. Skill in project and event planning, staffing, implementation and evaluation.
5. Skill in directing and evaluating the work of others.
6. Skill in handling confidential records and public contact.
7. Skill in multitasking with attention to details.
8. Skill in communicating respectfully and sensitively with people who are diverse in their cultures, language groups and abilities.
9. Skill in oral communication, including public speaking.
10. Skill in written communication.
11. Ability to work effectively as part of a customer service team.

(2/2014)