



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SENIOR EXECUTIVE ASSISTANT

A Classified Professional Position
Grade 197S – Salary Schedule 40

A. General Statement

Under direction of the Chancellor, the Senior Executive Assistant serves as the chief executive support staff to the Chancellor and to the Board of Trustees. The Senior Executive Assistant performs difficult and specialized clerical and administrative support, including serving as recorder for the Board of Trustees and serving as a liaison between the Chancellor, Board of Trustees, administration, faculty, staff, and the community. There is an expectation that the Senior Executive Assistant will resolve problems and make independent decisions with minimum supervision. The Senior Executive Assistant exercises independent judgment while initiating and coordinating office procedures and timelines in order to provide support for the Chancellors' 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 various senior administrative unit services. Public contact is extensive, and involves Governing Board members, 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. Senior Executive Assistants 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 Chancellor and the Board of Trustees 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 Chancellor and responds to various surveys; prepares information of a confidential nature, including responses from the Chancellor and Board of Trustees on grievances and legal matters, preparation of administrative and staff evaluations, and a variety of other documents

3. Responds to and assists the Chancellor in resolving difficult and sensitive inquiries, complaints, and requests for information and assistance
4. Assists the Chancellor with general administrative operations, including interpreting Brown Act regulations, special projects, and Board of Trustees elections
5. Screens mail for crucial and confidential matters requiring the Chancellors immediate attention or requiring the referral to other appropriate administrative staff
6. Screens calls, visitors and electronic inquiries to provide policy and procedural information and/or to take messages and make appropriate referrals
7. Sets up and maintains a complex management calendar for the Chancellor and for the Board of Trustees, including maintenance of appointment schedules, scheduling of Board of Trustees study sessions and regular meetings, and making arrangements for special meetings, conferences, and workshops
8. Coordinates comprehensive travel arrangements and prepares and oversees documentation for travel and other requests and reimbursements for the Chancellor and members of the Board of Trustees
9. Plans and coordinates administrative unit and district-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
10. Controls the format and updates and distributes the Board's online policies and procedures manual, including completing verification of the references
11. Coordinates, compiles, organizes, prepares, and oversees the production of Board agendas, minutes, meeting materials, calendars, and other materials; maintains official records of Board agendas, minutes, and resolutions
12. Serves as a liaison for the Chancellor and Board of Trustees with the community and staff, including maintenance of the appropriate District informational websites
13. Uses standard software applications to compose and prepare Board Agendas, Board Minutes, 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
14. 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
15. Researches and compiles statistical data for statistical, financial and other reports, special projects, grant applications, contracts, surveys, presentations, agenda materials, including the monitoring and filing of statements of economic interests for designated employees of the District and other mandated reporting requirements
16. Monitors budgets for Chancellor and Board of Trustees and makes recommendations to the Chancellor regarding expenditures and allocations; prepares purchase requisitions and completes electronic supply orders; prepares appropriate expense reports for the Chancellor and the Board of Trustees

17. Plans, organizes, coordinates, and directs office workflow and makes workload assignments in the Office of the Chancellor and Board of Trustees, including ensuring that timelines are met, assigning projects, and supervising employee production
18. Prepares agendas, calendars, and meeting materials for Chancellor's Council and Chancellor's Cabinet meetings.
19. Works with Human Resources to schedule second interview schedules for administrative and staff positions reporting directly to the Chancellor
20. 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
21. 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
22. Proofreads documents and publications
23. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and college courses 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

(2/2014)