

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: EXECUTIVE ASSISTANT TO
THE PRESIDENT--BOARD**

SALARY TABLE: 30

SALARY RANGE: 138

BASIC FUNCTION:

Under the direction of the President, perform complex, highly responsible and confidential executive assistant duties to relieve the President and members of the Board of Trustees of a variety of administrative details; plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings and information for the President and Board members; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex, highly responsible and confidential executive assistant duties to relieve the President and Board members of a variety of administrative details; assure smooth and efficient office operations, and proper and timely completion of projects and activities; assist the President and Board with establishing and maintaining administrative time lines and priorities; plan, coordinate and organize office activities.

Serve as the primary secretary to the President; coordinate communications, public relations and information between the President, officials, administrators, staff, students, outside organizations and others; interpret and provide detailed and technical information concerning assigned office functions and College operations, activities, schedules, meetings, events, standards, requirements and related laws, rules, regulations, policies and procedures.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Prepare correspondence independently on a variety of matters including those of a confidential nature; compose and type various letters, agenda items, forms, reports, memoranda, bulletins, lists, presentations and other materials; review, revise, edit, format and proofread a variety of materials; assure office-wide correspondence complies with quality guidelines and requirements.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the President by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflict as needed; refer major issues and conflicts to the President as needed.

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Provide secretarial and administrative support to the Board; coordinate and schedule various appointments, meetings and special events for the Board and President; maintain and coordinate appointment and activity schedules and calendars for the Board and President; make travel arrangements and reservations; reserve facilities, equipment, services and supplies for meetings and other events as needed.

Attend Board and various other administrative meetings; compile, prepare and distribute notices, agenda items and other required documents; take and transcribe minutes; update records, manuals and other documents in response to Board resolutions, actions and directives concerning College operations, policies, procedures and administrative regulations; distribute minutes, updated records, documents and reports to the President, Board members and administrators.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process, evaluate and distribute a variety of forms and applications related to assigned functions.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Perform research and prepare information for special projects on behalf of the President and Board; attend to administrative details on special matters as assigned; assist with monitoring legislation affecting the College.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, correspondence, financial activity and assigned duties; establish and maintain filing systems.

Perform a variety of clerical accounting duties in support of office activities; process and monitor funds for income and expenditures; calculate, prepare and revise accounting, grant and budgetary data; balance and reconcile assigned accounts and budgets; initiate transfers as directed.

Assist in the development, monitoring and maintenance of the budget for the President's office; monitor expenditures and assure spending does not exceed established limitations.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; prepare and process purchase orders, invoices and requisitions and arrange for payments; assist in preparing and maintaining contracts as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Communicate with administrators, staff and a variety of outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow; assist the President with the implementation of policies and procedures as directed.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining strategies as requested; participate in or take and prepare minutes for collective bargaining team; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and secretarial operations of an administrative office.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

Methods of collecting and organizing data and information.

Business letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

Public relations techniques.

ABILITY TO:

Perform complex, highly responsible and confidential executive assistant duties to relieve the President and Board members of a variety of administrative details.

Plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings and information for the President and Board.

Train and evaluate the performance of assigned personnel.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Organize complex material and summarize discussions and actions taken in report form.

Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.

Compose effective correspondence independently.

Maintain a variety of complex and confidential files and records.

Assure efficient and timely completion of office and program projects and activities.

Understand and resolve complex issues, complaints or problems.

Type or input data at an acceptable rate of speed.

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Take and transcribe dictation at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and five years of increasingly responsible secretarial or administrative assistant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.