

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CONFIDENTIAL

**CLASS TITLE: Executive Assistant in
the Office of the
Superintendent/President**

SALARY TABLE: #

SALARY RANGE: 6

BASIC FUNCTION:

Reports to, receives direction from and performs a full range of complex confidential, administrative and clerical functions in support of the Superintendent/President and Board of Trustees. As guided by the Senior Executive Assistant to the President the position plans; coordinates and implements on-going operations and activities to assure the efficient and effective operations of the assigned office; values and promotes the mission and vision of the college.

This class is designated as Confidential in accordance with the provisions of Government Code Section 3540.1. The term "Confidential" refers to an employee who is required to develop and present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions as communicated in Government Code Section 3540.1.

DISTINGUISHING CHARACTERISTICS:

The Executive Assistant to the Office of the Superintendent/President classification provides primary, confidential and complex administrative support to the Superintendent/President and Executive Office staff. Incumbents require thorough knowledge of division organization, operations, policies and procedures.

An Executive Assistant in the Office of the Superintendent/President is distinguished from the Sr. Executive Assistant to the Superintendent/President and the Board of Trustees in that the latter class is a single-incumbent position performing primary administrative support to the Superintendent/President and Board of Trustees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serves as confidential administrative support in the Office of the Superintendent/President.

Serves as liaison between the Office of the Superintendent/President and members of the Executive Committee, administrators, faculty, classified staff, students, vendors/contractors and the general public.

In the absence of the Sr. Executive Assistant, makes decisions, when appropriate, on matters that require immediate attention.

May assist in negotiation sessions, records and distributes minutes for each negotiation session; prepares closed session materials and open session board items in relation to labor negotiations; prepares article revisions, tentative agreements, MOUs; and prepares final updated version of collective bargaining agreement for approval by the Board of Trustees.

Ensures proper and timely reproduction and distribution of collective bargaining agreement; retains, organizes and maintains the confidentiality of all materials related to the negotiation process.

Performs tasks including but not limited to maintaining calendars, schedules and appointments, transcribing, reviewing and screening incoming correspondence and communications and refers matters to the administrator in order of priority.

Responds to inquiries from office visitors and/or phone calls; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary. Prepares required documentation for conference and travel requirements.

Composes, independently or in accordance with general instructions, correspondence presentations concerning a wide range of subjects; reviews, types, duplicates and distributes outgoing correspondence and other materials for consistency with policies, regulations, operational procedures, formatting, grammatical construction and punctuation. Proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents for signature are accurate and complete

Ensures compliance with any required federal, state, and local statutes and regulations.

Maintains and assists with updating District plans, as appropriate for division.

Develops, organizes and maintains a variety of complex filing systems; updates resource materials/guides, and maintains departmental procedure manuals.

Utilizes various computer applications and software packages; enters, updates, corrects and extracts information; maintains and generates reports, graphs and charts from database or network system.

Assists with the planning and organization of the administrative office support functions; assists Superintendent/President and Executive Office staff in meeting reporting requirements, functional responsibilities, and research objectives; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; reviews, updates, and informs supervisor of essential timelines; discusses and reviews calendar of events on a regular basis with assigned administrator to assure timely coordination of office activities and status of assigned projects; develops schedules related to department activities and services.

Collects, researches, compiles, analyzes, verifies, summarizes, records and evaluates information; prepares and distributes narrative, statistical and financial data, recommendations and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.

Assists in the development and monitors the department budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to administrator for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.

Prepares and monitors purchase requisitions; recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; monitors, and tracks invoices and other expenditures; reviews invoices prior to submission for payment processing.

Provides support to the employee grievance and complaint processes and related meetings; attends meetings as requested, takes notes and records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate; serves as the initial contact for intake to employee complainants.

Champion values of educational excellence through equity, diversity, inclusion, and belonging.

Assures that College Planning Council agenda items and supporting documents are developed, prepared, and forwarded within committee timelines and guidelines.

Prepares, assembles, and maintains confidential employee grievance, mediation and collective bargaining data and materials and assists in collective bargaining issues in support of the Superintendent/President in relation to negotiations for each team in which they serve.

Processes communication to and from the Superintendent/President and Executive Office staff and the negotiation teams. Maintain files of correspondence and work product.

Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic research and analysis techniques.

Provisions of the Brown Act and the Public Records Act.

Applicable federal, state and local codes, laws, and regulations including applicable sections of the California Education Code and the Privacy Act.

Basic grants administration methods and practices.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Methods, procedures and terminology used in clerical accounting work.
Telephone techniques and etiquette.
College standards and requirements related to assigned Division and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Type with speed and accuracy using word processing, spreadsheet and other business-related software.
Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high quality services.
Understand and carry out oral and written directions.
Establish and maintain cooperative working relationships.
Assume responsibility and initiative to conduct routine office functions.
Compose correspondence independently. Apply knowledge of proper English usage, grammar, spelling and punctuation.
Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports.
Learn and interpret policies, rules, regulations and operational procedures including current
Organize and prioritize work in anticipation of needs and deadlines. Handle diverse tasks quickly and accurately.
Apply knowledge of modern office practices and equipment, including record management and filing systems, telephone techniques, correspondence and report writing.
Apply knowledge of basic methods and techniques of organization and planning.
Take and transcribe notes with speed and accuracy.
Maintain confidentiality when dealing with sensitive and privileged material and information.
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staffing and the community.

EDUCATION AND EXPERIENCE:

REQUIRED QUALIFICATIONS:

Associate Degree or any combination of training, experience and education to indicate the knowledge, skills and abilities necessary to effectively execute the essential duties. Education beyond Associate Degree may be substituted for up to two years of related experience, on a year-for-year basis.

PREFERRED QUALIFICATIONS:

Four years of increasingly responsible office support in a position such as administrative assistant, executive assistant, office manager, office coordinator or similar position, including one year of recent experience providing administrative support to a top management position (within the last five years).

Demonstrate an equity-minded focus, responsiveness, sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

WORKING CONDITIONS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS:

While performing the duties of this class, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to handle or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus.

MENTAL DEMANDS:

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with College managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.