

Desert Community College District

Executive Administrative Assistant to the Superintendent / President and the Board of Trustees

Basic Function

Under the direction of the Superintendent/President, plan and perform a variety of complex administrative, technical and confidential duties for Superintendent/President and the Board of Trustees; relieve the Superintendent/President of administrative and procedural details including the oversight of the day-to-day operations of the office; coordinate the administrative functions of the Board of Trustees; interpret and communicate District policy and regulations to officials, agencies and the public.

Representative Duties

Essential Functions

1. Oversee and coordinate the day-to-day functions of the Office of the Superintendent/President. Plan and perform logistical support, and complex administrative and technical duties to assure timely and efficient office operations.
2. Coordinate the Superintendent/President's appointment schedule; screen calls, visitors and mail; make travel arrangements. May serve as a liaison between the Office of the Superintendent/President and organizations, including, but not limited to, the Community College League of California, Accrediting Commission for Community and Junior Colleges, and California Community Colleges Chancellor's Office.
3. Exercise independent judgment and confidentiality in communicating and disseminating information regarding District policies and procedures. Respond to a variety of internal and external inquiries.
4. Provide administrative assistance to the Board of Trustees; coordinate the Board of Trustees' schedule; screen calls, visitors and mail; make travel arrangements.
5. Coordinate and prepare agenda items and supporting materials for meetings of Board of Trustees; attend regular and special meetings; record and document actions; prepare and distribute minutes; maintain official record of Board minutes. Ensure public meeting meet compliance standards, including Brown Act and public notice requirements.

6. Act as a liaison to the Board of Trustees; coordinate communications to and from the Board of Trustees with the public, students, and college staff.
7. Research and compile data to prepare reports and perform special projects as assigned by the Superintendent/President and the Board of Trustees Establish and maintain a variety of confidential files and records.
8. Provide a broad range of administrative support including duties that require regular access to confidential information in the normal course of the job that is used to contribute significantly to the development of management positions in respect to employer-employee relations. Attend, take notes and transcribe minutes of collective bargaining sessions and meetings related to negotiations, disciplinary proceedings, and grievances. Assist in the preparation and tracking of proposals, counterproposals and grievances. Conduct research, analyze, and prepare materials used to assist in the development of management positions. Maintain records and documents.
9. Compose correspondence on own initiative on matters not requiring personal responses from the Superintendent/President or Board of Trustees, including matters confidential in nature and which require considerable knowledge and interpretation of policies and procedures.
10. Coordinate and monitor the budgets for the Superintendent/President and Board of Trustees; Research and compile data, complete reports, and provide other support and assistance in the of preparation of the Office's annual budget, budget review and year-end closing; access, monitor and review assigned expenses and budget balances; appraise Administrator of any budgetary issues; prepare expense and appropriation transfers; coordinators and monitors purchasing and inventory of office supplies, furnishing and equipment. May be assigned budget management responsibility for special projects.
11. Maintain effective communications with other offices, staff, students, faculty, and the public. Coordinate with the Office of Institutional Advancement regarding press conferences, public appearances and legislative activities.
12. Work confidentially with discretion on highly sensitive and private information applicable to personnel, collective bargaining, or other confidential matters.
13. Attend and participate in a variety of administrative meetings and committees; prepare and distribute agendas; compile data and prepare reports; take and transcribe notes;

- prepare minutes for review; post minutes per policies and regulations; organize and assist in District professional development activities.
14. Assist in researching, creating, and editing policies and procedures; coordinate and track the implementation and modification of board policies and administrative procedures and distribute electronically. Prepare periodic status reports on board policies and administrative procedures.
 15. Operate a variety of office equipment including a computer, Microsoft Office Suite and other applicable software, note taker and tape recorder; may be required to operate a vehicle to conduct work.
 16. Facilitate and participate in accreditation preparation and activities.
 17. Receive and process agreements; edit and maintain agreements; monitor expiration dates, inform appropriate executive staff.
 18. Organize and assist in annual District events, including, but not limited to, Emeriti and Tenure Recognition Ceremony, Retirement Celebration, and Commencement.
 19. May select, train, supervise and evaluate the performance of assigned staff and student workers; recommend other personnel actions as appropriate.
 20. Seek and participate in professional development activities.
 21. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of

Functions and clerical operations of an administrative office; district organization, operations, policies and objectives; applicable sections of the State Education Code, California Code of Regulations Title 5, the Brown Act, and other applicable laws and regulations; District policies and procedures; office management techniques and organizational skills; research methods; operation of office machines including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management, and presentations; operate electronic note taker and tape recorder; record-keeping techniques; manuscript and report formatting; oral and written communication skills; interpersonal skills using tact, patience and courtesy; understanding of and sensitivity to diversity ; correct English usage, grammar, spelling, punctuation and vocabulary; exercise tact and diplomacy in dealing with sensitive or

confidential matters.

Ability to

Perform a variety of administrative and confidential duties to relieve the Board of Trustees and the Superintendent/President of complex administrative details requiring independent judgment and thorough knowledge of District policies and procedures; learn, apply and explain policies, procedures, rules and regulations; organize complex material and summarize discussions and actions taken in report form; compose correspondence independently; maintain a variety of complex and confidential files and records; operate a variety of office equipment including a computer and applicable software including scheduling, email, word processing, spreadsheets, data base management and presentations; operate electronic note taker and tape recorder; establish and maintain cooperative and effective working relationships with others; analyze situations accurately and adopt an effective course of action; plan and organize work; work confidentially with discretion on sensitive and private information applicable to collective bargaining or union or personnel matters; communicate effectively both orally and in writing to exchange information in person and on the telephone; understand and follow oral and written instructions; work independently with little direction; sit for extended periods of time; bend at the waist, kneel or crouch to file materials; lift 25 pounds.

Education and Experience**Any combination equivalent to**

A Bachelor degree and five (5) years varied and increasingly responsible office secretarial or administrative office support experience including public contact including a minimum of two (2) years of experience supporting a senior level manager.

Working Conditions**Environment**

Office environment. Frequent interruptions. Operate a keyboard. Exchange information in person or on the telephone. Sitting for extended periods of time. Occasional travel required. Requires some evening and weekend responsibilities.

Employment Status

- Confidential
- Leadership Salary Schedule VI

Adopted 9/2005

Revised 3/2011; 10/2018; 10/2021