

EXECUTIVE ASSISTANT

BASIC FUNCTION

Under direction from a Vice President (VP) or Associate Vice President (AVP), the Executive Assistant provides a variety of responsible, confidential, and complex administrative duties for the VP/AVP by overseeing proper functioning of all administrative activities, including coordination of communication for the Office.

DISTINGUISHING CHARACTERISTICS

This classification is an executive administrative position requiring the highest level of competency in communication, judgement, confidentiality, working independently, discretion, administrative skills, and governing rules and regulations applicable to the Vice President or Associate Vice President they are supporting. Incumbents in this classification are exposed to sensitive materials related to labor negotiations and assist in formulating District policies and procedures and are therefore classified as confidential.

ESSENTIAL DUTIES & RESPONSIBILITIES

4. Acts as an information resource regarding policies and procedures of assigned area responsibility; coordinate and track the review and updating of relevant District policies and procedures; maintain webpage for assigned area of responsibility.
5. Assemble, prepare, review, and submit Board agenda items and supplemental materials for assigned area of responsibility. Assist and coordinate with the
6. Prepare correspondence and reports for the Vice President or Associate Vice President, screen, and route incoming correspondence. Compose and prepare responses to correspondence and requests for public records.
7. Coordinate and prepare all necessary materials and documents in preparation for President's Cabinet and other participatory governance and committee meetings; Prepare meeting agenda and take meeting notes and minutes as assigned.
8. Perform and manage administrative related projects and processes unique to assigned area of responsibility, i.e. recruitment, accreditation, program review, special events and activities, reports, and special programs.
9. Monitor, provide work direction, and supervise student employees assigned to the office.
10. Coordinate and train divisional and department staff in their area of responsibility on Board agenda management software; assist in training of administrative staff concerning District policies and procedures as needed.
11. Act as a liaison for Vice President or Associate Vice President; promote and maintain positive staff relations; screen incoming calls; greet visitors; maintain positive relations with employees and community. Answer questions, provide information, address complaints, and offer referrals to appropriate sources.
12. Arrange meeting and event services for the VP/AVP such as reception coordination, planning logistics, and providing materials.
13. Compile and prepare federal, State and County reports as assigned; keep informed of pertinent laws, policies, and pending legislation.
14. Propose and administer the budget of the VP/AVP's Office. Process purchase orders as required.
15. Plan and make travel arrangements and process travel claims as assigned.
16. Perform other job-related duties as assigned.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that