

IMPERIAL COMMUNITY COLLEGE DISTRICT EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

BASIC FUNCTION:

Under the direction of the Superintendent/President, perform a wide variety of highly confidential, responsible, and complex administrative support, exercising independent judgment in relieving the Superintendent/President of administrative detail; assist by planning, coordinating and participating in support activities of the Superintendent/President and the Governing Board of the College. Uses initiative and independent judgment in the application of administrative decisions and policymaking; assure accurate interpretation of policies, procedures and standards to an extensive range of public and organizational contact. Maintain a high level of confidentiality in the performance of duties. Serve as a liaison between the Superintendent/President, Board of Trustees members, Foundation members, District employees, students, and the public; serve as the recording secretary to the Board of Trustees.

REPRESENTATIVE DUTIES:

Provide administrative assistance to the Superintendent/President by coordinating and maintaining the calendar; scheduling meetings, coordinating appointments and workshops. Organize and coordinate the flow of activities through the office in relation to priorities, schedules, and deadlines. Organize and perform confidential, varied, and highly complex secretarial duties for the Superintendent/President.

Process administrative details not requiring the immediate attention of the Superintendent/President; prepare information needed in administrative decisions and in facilitating implementation of policies and programs.

Acts as an information resource regarding the College's policies and procedures; provide information where judgment, knowledge and interpretations are used, especially in the proper handling of confidential information.

Assembles, prepares and distributes Board of Trustees agendas and supplemental materials; take and transcribe dictation including confidential material; attend a variety of meetings, including Board meetings, and record proceedings; prepare comprehensive official minutes; maintain official records of Board of Trustees minutes. Arrange for setup of room for Board of Trustees and other related meetings as required.

Prepare memorandums and reports for the Superintendent/President; write other electronic and hard-copy correspondence; screen and route incoming correspondence and take action as appropriate. Independently compose and prepare responses to correspondence and other inquires as appropriate for signature by the Superintendent/President; type from rough drafts and printed or typewritten materials using independent judgment in segregating items and arranging formats.

Maintains an index of Board actions for historical and reference purposes.

Coordinate and prepare all necessary items in preparation for President's Cabinet, Administrative Council, and other similar types of meetings.

Monitor, provide work direction and supervises classified staff and students assigned to the office.

Maintain control and research files on matters in progress for Board members, collectively and individually; provide assistance to Former Board members where necessary.

Maintain current information and links on appropriate webpage(s).
Use appropriate and correct English, spelling, grammar and punctuation.
Perform advanced-level word processing functions including complex formatting of documents, spreadsheets and can learn and use webpage software proficiently.
Operate a microcomputer, copier, calculator and facsimile machine.
Perform research, compile data and prepare reports.

EDUCATION AND EXPERIENCE: An Associates Degree or equivalent post-secondary with course work in secretarial science, office administration, business administration or related field and five years increasingly responsible secretarial experience including at least three years in an administrative office of a large public sector organization.

LICENSE AND OTHER REQUIREMENTS: This position is required to become a Notary Public.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate a keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read fine print, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighing up to 10 pounds.