

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Executive Assistant II	Range: 27C	Confidential Schedule
Date Revised:		Date Approved:	1986

PRIMARY PURPOSE

This position is responsible for performing a variety of specialized and technical secretarial and administrative support to a designated administrator at the District level, which includes access to confidential information that is used to contribute significantly to the development of management positions. The duties of the position require extensive knowledge of District policies and procedures, the ability to exercise independent judgment, action, and discretion in handling confidential information and materials, and specialized knowledge of the functional area supported.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs advanced administrative duties independently at the direction of a designated administrator at the District level; manages daily activities to assure efficient operations; schedules and confirms appointments; coordinates appointment calendar; greets visitors and directs to appropriate personnel; initiates and answers telephone calls; screens and directs calls; receives, opens, prioritizes and routes mail; plans and organizes special projects, committees, receptions and events as assigned; maintains calendar of activities, events and meetings; takes, transcribes, and distributes minutes of meetings.
2.	Assists in the development and presentation of management positions with respect to employer-employee relations as directed; prepares confidential information related to employer-employee relations, including collective bargaining negotiations and employee grievances.
3.	Independently composes and prepares a variety of materials including correspondence, purchase requisitions, proposals, and memoranda; formats presentations and reports; develops and revises schedules and forms; compiles and prepares complex and difficult statistical narrative reports from a variety of sources; reviews documents and data for accuracy and completeness; conducts research and special projects as assigned; compiles, organizes and abstracts information and materials.
4.	Serves as liaison in communications with staff, legislators, community, civic and business representatives and the general public for the assigned area of responsibility; coordinates information and communication between District and campus administrators and personnel; provides information to departments, personnel, students and the public; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.
5.	Assists in the development and preparation of the annual preliminary budgets for assigned area of responsibility; assists in monitoring and controlling expenditures; approves expenditures within established guidelines and at the direction of the supervising administrator; maintains detailed and comprehensive reports, records and files regarding programs, operations, and activities.
6.	Maintains a variety of complex records of a confidential or controversial nature including information regarding the Board of Trustees, District, personnel, students, and collective bargaining negotiations; inputs and retrieves computerized data as required.

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7.	Orders supplies and equipment; prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.
8.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate with other District and college personnel.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
11.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Executive Assistant II maintains frequent contact with various District administrators and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum three (3) years of increasingly responsible administrative experience, preferably in an educational setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives

Knowledge of laws and regulations applicable to assigned functional area of responsibility

Knowledge of organization, policies, and procedures of assigned functional area of responsibility

Knowledge of the policies and regulations related to accessing and processing confidential information and materials

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Knowledge of administrative office management
Knowledge of modern office practices, procedures and equipment
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of record keeping procedures and budget preparation and maintenance
Knowledge of various computer software applications
Ability to compose correspondence and other written materials independently
Ability to proofread and edit written materials to assure accuracy and completeness
Ability to process confidential materials and information related to collective bargaining and personnel
Ability to make arithmetic calculations quickly and accurately
Ability to type at 60 wpm from clear copy
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to read, interpret, apply and explain laws, regulations, policies and procedures
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand the scope of authority in making independent decisions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

May require a valid California Driver's License

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods of time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.
