

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Executive Assistant II	Range:	44
Date Revised:		Date Approved:	November 12, 2019

PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties to support the head of a functional area(s) within a college or District under the direction of a Vice President; and managing office functions to assure efficient operations. This requires specialized knowledge in 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 Vice President within a college, campus, or District; 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; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of assigned area.
2.	Independently composes and prepares a variety of materials including correspondence, purchase requisitions, proposals, and memoranda; formats presentations and reports; student discipline; employee discipline; accreditation curriculum; 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; prepares, organizes, and/or coordinates Board Agenda items for assigned area of responsibility; conducts research and special projects as assigned; compiles data, organizes, analyzes, and summarizes information and materials.
3.	Verifies and ensures accuracy and completeness of a variety of documents, including forms, contracts, and agreements/contracts submitted by division/department offices to the area vice president for approval; items may be related to student discipline, curriculum, constructions, contracts, personnel, budget, staff development, program review, travel, or other college and student matters; analyzes and ensures proper procedure is being utilized so that the process continues in a timely and efficient manner throughout the remaining administrative approval process.
4.	Plans and organizes special projects, committees, receptions and events as assigned; maintains calendar of activities, events and special meetings; schedules appointments and meetings; prepares agenda items and materials as required; attends meetings and transcribes and distributes minutes.
5.	Prepares the initial design and development of the annual preliminary budgets for assigned area of responsibility; monitors and controls area budget and expenditures; maintains department expenditures and budgets; approves expenditures within established guidelines and at the direction of the Vice President; responsible for the accurate and timely submission of time sheets; responds to inquiries and resolved issues regarding board policy, administrative procedures, student discipline, complaints, collective bargaining, contracts, curriculum, bond, construction, public records request, and budget matters.
6.	Maintains, analyzes, and reports on a variety of complex records of confidential nature including information regarding Board, District, Campus, personnel, student or public matters; compiles and processes materials for personnel evaluations, complaints, or legal processes; maintains detailed and comprehensive reports, records, and files regarding campus wide programs, operations, and activities; Responsible for performing analysis of campus information and producing reports thereof.

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7.	Serves as liaison in communications with campus community, public, civic leaders, elected officials, vendors, and business representatives for the assigned area of responsibility; coordinates information and communication between District, staff and external partners.
8.	Attends a variety of meetings as required; serves on committees and special projects as assigned; coordinates programs and services as appropriate related to the Vice President's responsible areas of operations and activities.
9.	Researches and troubleshoots for resolutions to discrepancies in processes and procedures to ensure compliance with local, state, and federal requirements.
10.	Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.
11.	Trains and provides work direction and guidance to others as directed.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	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.
14.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED; supplemental college coursework desirable.

Minimum five (5) years of increasingly responsible administrative experience; may be supplemented by applicable college courses; 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 students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of the policies and regulations related to accessing and processing confidential information and materials.
Knowledge of administrative office management.
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
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 interpret, apply and explain rules, regulations, policies and procedures
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, etc.
Ability to analyze situations accurately and adopt an effective course of action
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 scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

Some departments 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 and standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities and fine finger manipulation.
