



# **PALO VERDE COMMUNITY COLLEGE DISTRICT**

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT**

**&**

## **BOARD OF TRUSTEES**

### **NATURE OF THE POSITION**

Under the supervision of the Superintendent/President, plan and perform highly complex administrative, clerical and technical duties including communications, data research, report preparation and maintenance of files and records in support of the PVC Board of Trustees; make arrangements for regular and special board meetings; research, collect, analyze and compile data for inclusion in Board agendas, minutes and reports; ensure complex files, policies, procedures, documents and records are in compliance with the Brown Act and Governing Board policies and procedures.

### **DUTIES AND RESPONSIBILITIES**

1. Plan and perform complex secretarial, technical and administrative duties to ensure timely and efficient office operations of the Office of the Superintendent/President; provide and oversee support services to the Board of Trustees.
2. Exercise independent judgment and confidentiality in assisting with administrative details in coordinating the responsible technical and secretarial functions of the office requiring considerable knowledge and interpretation of District policies and procedures; ensure District compliance with the Brown Act.
3. Provide administrative support to the Board of Trustees; coordinate, compile, organize and prepare agenda in compliance with the Brown Act utilizing BoardDocs; collect agenda items from various staff members; arrange, organize and attend regular and special board meetings and take and maintain official minutes of the Board; prepare follow-up reports as assigned for Board and other District governance and collective bargaining groups.
4. Place newspaper ads and post agenda for public access; record and document actions; research and compose resolutions for Board consideration in action; prepare a review and distribute meeting minutes; maintain official record of Board minutes including supplementary materials.
5. Provide new Trustee orientation and training, including the Board's role in policy setting, accreditation, monitoring college planning documents, organizational structure, physical overview, ethics, the Brown Act and in advancing the mission of the District; assist in developing and maintaining training and support materials for the Board.

6. Independently compose and prepare letters, memos, correspondence, speeches and reports, including information regarding confidential matters, responding to requests and inquiries as appropriate.
7. Maintain effective communications with other offices, personnel, students, faculty and the public; greet visitors to the office; answer phones; provide routine information and direct visitors to appropriate individual; open, sort and distribute incoming mail; receive questions and complaints; resolve problems and issues or refer situation to appropriate individual.
8. Interpret, organize and assemble financial and other related data and reports, operating manuals and schedules; oversee and maintain records of expenditures from assigned budgets.
9. Organize and coordinate office function activities and communications to ensure efficient and effective office operations; maintain office supplies; operate office equipment including computers and specific software; schedule appointments, secure meeting facilities and food as required.
10. Develop new and improved systems and procedures as a result of new policies or directives; assist with implementation of system changes in consultation with administrator.
11. Research, analyze and prepare information on a variety of topics for dissemination to the public; maintain confidentiality of sensitive College, District and other information; process documents specific to office functions according to established guidelines.
12. Provide liaison to other offices; attend meetings and committees as assigned, record minutes, prepare reports and follow-up notes of meetings; provide staff support.
13. Provide technical and communications support for a variety of District groups and functions of collective bargaining and governance; maintain confidentiality and sensitivity to private information applicable to such functions; relay confidential information to the Board of Trustees, such as employee files, grievances, lawsuits and other legal matters in compliance with the Brown Act.
14. Maintain accuracy, currency and knowledge of District policies, rules, regulations and organizational structure; maintain updated District policy and procedures webpage; serve as source of information regarding District policies and procedures.
15. Maintain BoardDocs website with current documentation for accreditation and with Brown Act compliance; ensure all meetings using BoardDocs are working properly; provide BoardDocs training for new users including trustees, faculty and personnel.
16. Ensure laptops and related technology devices used by Trustees are properly maintained, updated and in good working condition.
17. Coordinate various logistical details associated with meeting arrangements, including access through ITV at the Needles facility; work with State, county and City officials, Chancellor's office, legislative officials, community-based organizations as related to Board of Trustees.
18. Serve as the web content manager for the Board of Trustees website; work closely with Information Technology personnel to maintain and update relevant information on Board of Trustees website.
19. Serve as the Filing Officer for specific requirements under the Fair Political Practices Act; manage and maintain the District's Conflict of Interest Code.

20. Make travel arrangements and provide support for the Board's travel and professional development opportunities.
21. Provide support to the Board of Trustees in the recruitment of the Superintendent/President.
22. Coordinate Board election information, compliance and assistance; work with the Registrar of Voters to ensure candidates have properly completed and submitted forms; provide potential candidates with information, materials and training opportunities regarding the task of Trusteeship.
23. Oversee the Board of Trustees' budget, including projected costs for subsequent year and monitor changes in funding.
24. Assist with special Board and College events and ceremonies, on-campus and in the District; serve as Board's communication liaison.
25. Requisition, organize and inventory all office supplies and special-order requests for the Board of Trustees as needed.
26. Provide back-up support for the Executive Assistant to the Superintendent/President as required.
27. Maintain Board mailing lists and directories; initiate and maintain files of correspondence; maintain Palo Verde College historical records.
28. Perform other duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### KNOWLEDGE OF:

1. College policies, procedures, State regulations and Brown Act utilized in an administrative office.
2. Functions and secretarial operations of an administrative office.
3. District organization, operations, policies and objectives.
4. Applicable sections of the State Education Code and other applicable laws.
5. Modern office practices, procedures and equipment including operation of a computer, assigned software and data entry devices.
6. Budgeting practices regarding monitoring and control.
7. Telephone techniques and etiquette.
8. Business letter and report writing, editing and proofreading.
9. Public relations techniques.
10. Office management techniques.
11. Record-keeping techniques.
12. Correct English usage, grammar, spelling, punctuation and vocabulary.
13. Oral and written communication skills.
14. Interpersonal skills using tact, patience and courtesy.
15. Effective verbal and written communication skills.
16. Filing systems.
17. Principles and practices of training and providing work direction.
18. Data collection and organization.

## **ABILITY TO:**

1. Perform responsible and confidential secretarial and administrative duties to relieve the Superintendent/President and Board of Trustees of a variety of administrative details.
2. Organize, coordinate and oversee office activities.
3. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
4. Organize complex material and summarize discussions and actions taken in report form.
5. Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
6. Compose effective correspondence independently.
7. Answer telephones and greet the public courteously.
8. Maintain a variety of complex and confidential files and records.
9. Understand and resolve issues, complaints or problems.
10. Type or input data at an acceptable rate of speed.
11. Establish and maintain cooperative and effective working relationships with others.
12. Analyze situations accurately and adopt an effective course of action.
13. Ensure efficient and timely completion of office and program projects and activities.
14. Plan and organize work.
15. Meet schedules and time lines.
16. Work confidentially with discretion.
17. Operate a variety of office equipment including a computer and assigned software.
18. Communicate effectively both orally and in writing.
19. Train and provide work direction to others.
20. Work independently with little direction.
21. Establish and maintain effective working relationships with Board, community members, students, faculty, personnel and administrators.

## **MINIMUM QUALIFICATIONS**

1. Associate's degree in a related field from an accredited college or university.
2. Two years of increasingly responsible secretarial, technical, communications and administrative support experience including a wide variety of public contact.
3. Require to maintain confidentiality of all information. This position will routinely deal with confidential information and matters.
4. Proficiency in the use of modern executive office management, practices, procedures, equipment, standard office productivity software, including Microsoft Word, Excel, PowerPoint, Outlook; use of personal computers and the internet.
5. Sensitivity to and understanding of the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of students, faculty, administrators and personnel.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

## **CLASSIFICATION/SALARY**

1. This is a Confidential position.
2. Row 2 of the College's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The college offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

## **PALO VERDE COMMUNITY COLLEGE DISTRICT**

*Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.*