



PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT/PRESIDENT

NATURE OF THE POSITION

Under the supervision of the Superintendent/President, perform a variety of highly complex secretarial, clerical, technical and administrative office work in support of the Superintendent/President; respond to difficult and routine inquiries; proof read, edit and respond to complex correspondence, emails and telephone communications; maintain materials and correspondence related to confidential and legal and personnel issues; prepare memos and correspondence and maintain records and documents.

DUTIES AND RESPONSIBILITIES

1. Perform a variety of highly complex secretarial, clerical, technical and administrative office work in support of the Superintendent/President; interpret policies and regulations to officials, personnel and the public; maintain confidentiality of privileged and sensitive information.
2. Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, bulletins, lists and other materials; format, edit and proofread written materials for accuracy, completeness and conformance with applicable rules, regulations and procedural requirements.
3. Plan, coordinate and organize office activities and coordinate flow of communications for the Superintendent/President; obtain, explain and provide information to officials, personnel, administrators, parents and others regarding office functions, policies and procedures; distribute copies of appropriate policies as requested.
4. Serve as a liaison with the public, District employees, State, County and local officials, Chancellor's office, accreditation commission, legal counsel, legislative officials, community and business community members and collective bargaining representatives; provide collective bargaining and contract negotiations support; gather data and information to facilitate the negotiations process as requested.
5. Receive and screen visitors and telephone calls; respond to requests, concerns and questions from visitors and callers; assist in resolving concerns of parents and community members; schedule various appointments and meetings; arrange meetings and make travel arrangements; maintain and coordinate the Superintendent/President's calendar; prepare and disseminate calendar of events.

6. Attend a variety of administrative and District committee meetings; compile related material, notices, reports and agendas; arrange rooms and venues for scheduled meetings; prepare and distribute agendas; record and transcribe notes; prepare and distribute minutes for review.
7. Maintain and prepare budget information; order office supplies and materials; maintain required records; prepare and process requisitions according to established guidelines.
8. Receive, sort, read, route and respond to mail as directed; identify and refer matters of priority.
9. Oversee and monitors the budget for the Office of the Superintendent/President; prepare transfers; complete purchase requests; scrutinize and process invoices; maintain monthly budget accountability.
10. Assist in generating collective bargaining, grievance and dispute resolution materials as needed.
11. Maintain records for the Superintendent/President's college credit card expenses and submit claims for payment in a timely manner.
12. Operate a variety of office machines and equipment, including computer terminals, microcomputers, PowerPoint projectors, ITV-related equipment, telecommunications for conference calls, webinars and Skyping.
13. Assist with special events and ceremonies, on campus and in the District; log travel requests for College personnel according to established procedures.
14. Train and provide work direction to assigned clerical support personnel; monitor office workflow and ensure compliance with established time lines, procedures and standards of quality.
15. Complete and maintains memberships, dues, subscriptions and special reports and directories for the Superintendent/President and the College District.
16. Distribute and maintain college forms and personnel directories.
17. Provide added assistance or substitute help in the preparation of Palo Verde College Foundation Board agendas, minutes, monthly accounting and budget-related administration and other materials as necessary.
18. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Functions and secretarial operations of the PVC Superintendent/President's office.
2. District organization, operations, policies and objectives.
3. Applicable sections of the State Education Code and other applicable laws.
4. Modern office practices, procedures and equipment.
5. Operation of office machines including computer equipment and specified software.
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.
19. Knowledge of applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Perform responsible and confidential secretarial and administrative duties to relieve the Superintendent/President 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.