



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, the Executive Assistant to the Superintendent/President and Board of Trustees provides highly confidential and complex clerical, technical, and administrative support to ensure efficient operations and compliance with the Brown Act and Board policies and procedures. Serves as a liaison for the Superintendent/President and Board of Trustees; plans for regular and special Board agendas, minutes, and reports. Duties 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. The Executive Assistant to the Superintendent/President and Board of Trustees provides support services in the areas of budget management, communications, research, administrative coordination, record management, public relations, and labor relations.

DUTIES AND RESPONSIBILITIES

1. Serves as a confidential assistant to the Superintendent/President and Board of Trustees; performs a variety of confidential and complex clerical, technical, and administrative duties in support of the Board of Trustees and the Superintendent/President.
2. Acts as liaison for the Superintendent/President and Board of Trustees; maintains effective communications and positive relations with other offices, personnel, and the public; greets visitors to the office; provides routine information and directs visitors to appropriate individuals; sorts incoming mail; receives questions and complaints; refers situations to appropriate individual(s).
3. Acts as recording secretary for Board of Trustees meetings; organizes and attends regular and special board meetings; compiles and prepares agenda and meeting materials and records ensuring the information is accurate, complete, and properly categorized and presented; independently edits and prepares Board meeting minutes, resolutions and excerpts; maintains accurate Board of Trustees meeting records.
4. Composes and prepares correspondence and reports to support the Board of Trustees; researches, analyzes and prepares information on a variety of topics for dissemination to the public through various communication means maintaining confidentiality of sensitive departmental and other information.
5. Maintains Superintendent/President and Board of Trustees calendars; keeps the Superintendent/President and Board of Trustees informed of appointments, priorities, and deadlines; makes travel arrangements; reserves facilities for meetings; coordinates food for Board meetings; supports and participates in special events and activities.

6. Provides new Trustee orientation and training, including an overview of the Board of Trustees' role in policy setting, accreditation, monitoring college planning documents, organizational structure, physical overview, ethics, the Brown Act, and advancing the mission of the District; assists in developing and maintaining training and support materials for the Board.
7. Independently composes and prepares a variety of materials including correspondence, proposals, and memoranda; formats presentations and reports; develops and revises schedules and forms; reviews documents and data for accuracy, completeness, and conformance to applicable policies, procedures, and regulations.
8. Maintains awareness and currency of situations and conditions of special interest to the Superintendent/President; exercises independent judgment concerning matters requiring immediate attention to assure timely action; relays confidential information to the Board of Trustees, such as grievances, lawsuits, and other legal matters in compliance with the Brown Act.
9. Demonstrates discretion and understands the personnel, organizational and legal impacts of the information handled; exercises discretion in representing the office of the Superintendent/President and Board of Trustees to staff and community members.
10. Coordinates and oversees specialized functions or projects independently as assigned; assures that work is performed in a timely and accurate manner; uses independent judgement to provide recommendations and information as appropriate.
11. Researches, analyzes and prepares information on a variety of topics for dissemination to the public; maintains confidentiality of sensitive District documents; supports department in meeting reporting requirements and research objectives.
12. Attends a variety of meetings as assigned and provide staff support and administrative assistance to committees; processes projects as assigned; prepares and organizes meeting materials and minutes; prepares and distributes agendas; records and transcribes notes.
13. Provides support for collective bargaining negotiations; assists in generating collective bargaining, grievance, and dispute resolution materials; processes all confidential communication to and from Superintendent/President and the negotiations teams.
14. Coordinates the updates of Board Policies and Administrative Procedures with all departments; maintains updated District policy and procedures webpage; serves as a resource of information regarding District policies and procedures; assists staff and public in accurately interpreting and explaining Board policies and procedures.
15. Serves as lead "super publisher" for BoardDocs meeting platform; coordinates and trains new users including trustees, faculty and staff on BoardDocs management software; maintains BoardDocs website with current documentation for accreditation and ensure Brown Act compliance; ensures all committees using BoardDocs are supported and within compliance.
16. Ensures laptops and related technology devices used by the Board of Trustees are properly maintained, updated, and in good working condition.
17. Coordinates various logistical details associated with meeting arrangements, including virtual access to the Needles Center; secures meeting spaces; works with State, county and City officials, Chancellor's office, legislative officials, community-based organizations as related to the Superintendent/President and the Board of Trustees.
18. Serves as main contact for updates to the Board of Trustees webpages; creates, modifies, and posts updated online forms and information.

19. Serves as the Filing Officer for specific requirements under the Fair Political Reform Act; manages and maintains employees Statement of Economic Interest records, and the District's Conflict of Interest Code.
20. Coordinates travel arrangements and provides support for the Board of Trustees' travel and professional development opportunities.
21. Provides support to the Board of Trustees in the recruitment of the Superintendent/President.
22. Coordinates Board election information, compliance and assistance; works closely with the Registrar of Voters and Riverside County Superintendent of Schools to ensure candidates have properly completed and submitted forms; provide potential candidates with information, materials and training opportunities regarding the task of Trusteeship.
23. Oversees the Board of Trustees' budget; prepares and monitors purchase requisitions; recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage; tracks invoices and other expenditures; reviews invoices prior to submission for payment processing.
24. Maintains Board mailing lists and directories; initiates and maintains files of correspondence; maintains Palo Verde College historical records.
25. Monitors and accurately interprets, explains, implements, and articulates compliance with all District, State, and Federal Standards, requirements, laws, codes, rules, regulations, and policies; ensures assigned programs and activities comply with Brown Act and other applicable provisions.
26. Cross trains and supports the Executive Assistant, Superintendent/President position as needed. .
27. Operates a variety of office equipment including a computer and assigned software; types and inputs data accurately; applies emerging technologies.
28. Maintains association with relevant professional organizations and activities and awarenesses; attends conferences, trainings, and workshops related to assigned area; participates in District committees.
29. Creates a welcoming and inclusive work and education environment; implements, supports, initiates, and participates in activities to increase diversity, equity, and promotes a culture of inclusiveness, respect and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
30. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. District organization, policies, procedures, and objectives
2. Brown Act and other applicable laws.
3. Operational characteristics, services, and activities of the functions of the department
4. Applicable sections of the State Education Code and Title 5.
5. Administrative office management.
6. Record keeping techniques.
7. Modern office practices, procedures, and equipment.
8. Correct English usages, grammar, spelling, punctuation, and vocabulary.
9. Effective verbal and written communication skills.
10. Record keeping procedures

11. Data collection and organization.
12. Public Relations techniques.
13. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO:

1. Analyze situations accurately and adopt an effective course of action.
2. Organize, coordinate, and oversee office activities.
3. Interpret, apply, and explain laws, regulations, policies, and procedures.
4. Compile and prepare comprehensive reports and correspondence independently.
5. Maintain a variety of complex and confidential files.
6. Use independent judgment and take initiative in solving problems and making decisions.
7. Communicate effectively both orally and in writing.
8. Organize complex material and summarize discussions and actions taken in report form.
9. Establish and maintain cooperative and effective working relationships with others.
10. Work effectively under pressure with multiple responsibilities and projects.
11. Operate a computer and assigned office equipment.
12. Train and provide work direction to others.
13. Work independently with little direction.
14. Work confidentially with discretion.
15. Ensure efficient and timely completion of office and program projects and activities.
16. Meet schedules and time lines.

MINIMUM QUALIFICATIONS

1. An associate's degree from an accredited college or university or the equivalent.
2. Three (3) years of increasingly responsible secretarial or administrative support experience including public contact.
3. Sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold and maintain a valid driver's license.

PREFERED QUALIFICATIONS

1. Bachelor's degree from an accredited college or university.
2. Experience as support staff to senior administrative personnel.
3. Experience in higher education.

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 District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The District 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.