



PALO VERDE COMMUNITY COLLEGE DISTRICT

EXECUTIVE ASSISTANT

NATURE OF THE POSITION

Under the supervision of the assigned Cabinet Level Executive, the Executive Assistant provides a variety of highly confidential and complex clerical, technical, and administrative support to ensure efficient operations of the Department. Serves as a liaison for communications between the assigned Cabinet Level Executive, personnel, students, and the public. 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. The Executive Assistant provides support services in the areas of budget management, research, organizational development, administrative coordination, writing, public relations, and labor relations.

DUTIES AND RESPONSIBILITIES:

1. Performs a variety of highly confidential and complex clerical, technical and administrative support, relieving the assigned Cabinet Level Executive of administrative detail; serves as a liaison between the assigned office and the public, students, staff and other campus officials; maintains specialized knowledge of an assigned area of educational administration.
2. Maintains confidentiality of files and information, including information regarding board, district, personnel, collective bargaining, and confidential matters.
3. Maintains effective communications 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 situation to appropriate individual
4. 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. 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.
6. Coordinates and schedules various appointments and meetings for the department; keeps the administrator informed of appointments, priorities, and deadlines through multiple channels and in a timely and efficient manner; makes travel arrangements; reserves facilities for meetings; maintains and coordinates the assigned Cabinet Level Executive's calendar;

Board Approved: 01/22/2019

Revised: 05/05/2024

Board Approved: 05/14/2024

- prepares and disseminates calendar of events; coordinates and arranges special events and activities.
7. Assembles required background materials and information for meetings and appointments; prepares and coordinates the composition and placement of items for cabinet and board agendas in compliance with Brown Act, ensuring the information is accurate, complete, and properly categorized and presented.
 8. Attends a variety of meetings as assigned and provide staff support and administrative assistance to committees, processes and projects as assigned; prepares and organizes meeting materials and minutes; prepares and distributes agendas; records and transcribes notes.
 9. Supports department in meeting reporting requirements, functional responsibilities, and research objectives; independently researches, compiles, and analyzes data for a variety of internal and external reports.
 10. Coordinates the revision of board policies and administrative regulations; assists the assigned Cabinet Level Executive in review, development and/or recommend changes of program policies and procedures.
 11. Remains current of concerning situations, and conditions of special interest to the assigned Cabinet Level Executive; exercises independent judgment concerning matters requiring the assigned Executive's attention to assure timely action.
 12. Demonstrates discretion and understands the personnel, organizational and legal impacts of the information handled.
 13. Creates, organizes, updates, and maintains computer-based tracking systems such as databases and statistical spreadsheets used to track, maintain, and present data.
 14. Prepares agendas, takes, and transcribes minutes of collective bargaining negotiations; assists in generating collective bargaining, grievance, and dispute resolution materials; processes all communication to and from the administrator and the negotiation teams; performs background research; creates and sends surveys to other districts and prepare reports based on the responses, online research and district policy and practice; maintains files of all correspondence and work product.
 15. Gathers, researches, and compiles complex statistical information for budget preparation and for preparation of narrative reports.
 16. Serves as main contact for updates to department webpages; creates, modifies, and posts updated online forms and information.
 17. Participates in District efforts to increase the diversity of faculty and staff and to address student achievement gaps; assists in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
 18. Coordinates and oversees specialized functions or projects independently as assigned; assure that work is performed in a timely and accurate manner; uses independent judgement to provide recommendations and information as appropriate.
 19. 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 those provisions.
 20. Prepares and monitors purchase requisitions; recommends expenditures for office equipment, materials, and supplies and assures their timely ordering, receipt, and storage; assures proper

Board Approved: 01/22/2019

Revised: 05/05/2024

Board Approved: 05/14/2024

functioning of office equipment; monitors, and tracks invoices and other expenditures; reviews invoices prior to submission for payment processing.

21. Provides support to the personnel functions in work overloads and in the absence of staff members.
22. Operates a variety of office equipment including a computer and assigned software; type and input data accurately; and applies emerging technologies.
23. Maintains association with relevant professional organizations and activities and awareness; attends conferences, trainings, and workshops related to assigned area; participates in District committees.
24. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
25. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. District organization, operations, policies, and objectives.
2. Applicable State Education Code and other laws and regulations.
3. Operational characteristics, services, and activities of the functions of the department
4. Administrative office management.
5. Record keeping techniques.
6. Modern office practices, procedures, and equipment.
7. Correct English usages, grammar, spelling, punctuation, and vocabulary.
8. Effective verbal and written communication skills.
9. Record keeping procedures Data collection and organization.
10. Public Relations techniques.
11. 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.
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. Establish and maintain cooperative and effective working relationships with others.
9. Work effectively under pressure with multiple responsibilities and projects.
10. Operate a computer and assigned office equipment.
11. Work independently with little direction.
12. Work confidentially with discretion.

Board Approved: 01/22/2019

Revised: 05/05/2024

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MINIMUM QUALIFICATIONS

1. Any combination equivalent to an associate's degree from an accredited college or university and three (3) years of increasingly responsible secretarial or administrative support experience including public contact.
2. 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 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.

Board Approved: 01/22/2019

Revised: 05/05/2024

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