

## SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION:**CONFIDENTIAL**

CLASS TITLE:**Senior Executive  
Assistant in the Office of the  
Superintendent/President**

SALARY TABLE: #

SALARY RANGE: **10**

### **BASIC FUNCTION:**

Reports to, receives direction from and performs a full range of performs complex, highly responsible and confidential administrative duties in support of the Superintendent/President and the and Board of Trustees. Plans; coordinates and implements on-going operations and activities to assure the efficient and effective operations of the Office of the President; values and promotes the mission and vision of the college.

This class is designated as Confidential in accordance with the provisions of Government Code Section 3540.1. The term "Confidential" refers to an employee who is required to develop and present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions as communicated in Government Code Section 3540.1.

### **REPRESENTATIVE DUTIES:**

Assure the District is in compliance with the Brown Act; acts as recording and executive assistant to the Board of Trustees; coordinates and oversees the compilation, production and distribution of the agenda and minutes of the Board of Trustees.

Provide administrative support to the Board; coordinate and schedule various appointments, meetings and special events for the Board and President; maintain and coordinate appointment and activity schedules and calendars for the Board and President; make travel arrangements and reservations; reserve facilities, equipment, services and supplies for meetings and other events as needed.

Attend Board of Trustee meetings including subcommittees and other administrative meetings as assigned; compile, prepare and distribute notices, agenda items and other required documents; take and transcribe minutes; update records, manuals and other documents in response to Board resolutions, actions and directives concerning College operations, policies, procedures and administrative regulations; distribute minutes, updated records, documents and reports to the President, Board members and administrators.

Perform research and prepare information for special projects on behalf of the President and Board; attend to administrative details on special matters as assigned.

Assist with monitoring legislation affecting the College; receive, review, prepare, distribute, and track Board Policy and Administrative Procedures legal updates.

Assure the District is in compliance with the Brown Act; explain Board of Trustees rules, laws, administrative regulations, policies, procedures, and precedents to internal and external individuals.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, correspondence, financial activity and assigned duties; establish and maintain filing systems.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining strategies as requested; participate in or take and prepare minutes for the collective bargaining team; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Oversee the administrative operation of the Office of the Superintendent/ President including overseeing Executive Office staff's functions and operations. Perform specialized, complex, highly responsible and confidential administrative duties to assure smooth and efficient office operations and proper and timely completion of projects and activities; assist the President and Board with establishing and maintaining administrative timelines and priorities; plan, coordinate and organize office activities.

Develop and implement office procedures to enhance efficiency of office operations and processing official documents and correspondence in accordance with legal requirements, Board of Trustees rules and policies, and administrative deadlines; create office forms which facilitate workflow; assist the Superintendent/ President with the implementation, analysis of policies and procedures as directed.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process, evaluate and distribute a variety of forms and applications related to assigned functions.

Assist in monitoring, reconciliation and maintenance of multiple budgets overseen by the Office of the President; review, prepare, submit and track invoices for payments; review, prepare, submit, and approve expense reports and credit card expenditures.

Prepare and process purchase orders, invoices and requisitions and arrange for payments; assist in preparing and maintaining contracts as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Serve as the primary administrative support to the Superintendent/President; coordinate communications,

public relations and information between the President, officials, administrators, staff, students, outside organizations and others; interpret and provide detailed and technical information concerning assigned office functions and College operations, activities, schedules, meetings, events, standards, requirements and related laws, rules, regulations, policies and procedures.

Prepare correspondence independently on a variety of matters including those of a confidential nature; compose and type various letters, agenda items, forms, reports, memoranda, bulletins, lists, presentations and other materials; review, revise, edit, format and proofread a variety of materials; assure office-wide correspondence complies with quality guidelines and requirements.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the President by phone or written communication; exercise independent judgment in resolving a variety of complex issues and conflict as needed; refer major issues and conflicts to the President as needed.

Maintain, prepare and update SBCC web pages related to the Office of the President, Board of Trustees, and Board Policies and Administrative Procedures Committee (BPAP) and other pages as requested.

Communicate with diverse audiences to include administrators, staff, community leaders and a variety of outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Support an inclusive environment through training, guidance and general work direction to staff as assigned and needed to support clerical operations of the President's office and Board of Trustees; advise the S/P of office staff performance concerns; review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assist with the employee onboarding process coordinating equipment requests, access and other resources as needed.

Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community members, staff and students including those with learning or physical disabilities.

OTHER DUTIES: Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Functions and administrative operations of an executive administrative office.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Telephone techniques and etiquette.

Methods, procedures and terminology used in clerical accounting work.

Oral and written communication skills.  
Principles and practices of supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Methods of collecting and organizing data and information.  
Business letter and report writing, editing and proofreading.  
Operation of a computer and assigned software.  
Public relations techniques.

**ABILITY TO:**

Perform complex, highly responsible and confidential executive assistant duties to relieve the President and Board members of a variety of administrative details.  
Plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings and information for the President and Board. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Assist and provide guidance to other administrative assistants across the District. Organize complex material and summarize discussions and actions taken in report form. Compile and prepare comprehensive reports concerning a broad spectrum of subject matter. Compose effective correspondence independently.  
Maintain a variety of complex and confidential files and records.  
Assure efficient and timely completion of office and projects and activities.  
Understand and resolve complex issues, complaints or problems.  
Type or input data at an acceptable rate of speed.  
Take and transcribe dictation at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and timelines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: AA degree or certification in secretarial science or related field and at least 3 years experience working in a senior, confidential level secretarial position, working for executive level administrators.

**REQUIRED QUALIFICATIONS:**

Associate Degree or any combination of training, experience and education to indicate the knowledge, skills and abilities necessary to effectively execute the essential duties. Education beyond Associate Degree may be substituted for up to two years of related experience, on a year-for-year basis.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**PREFERRED QUALIFICATIONS:**

Four years of increasingly responsible office support in a position such as administrative assistant, executive assistant, office manager, office coordinator or similar position, including one year of recent experience providing administrative support to a top management position (within the last five years).

Demonstrate an equity-minded focus, responsiveness, sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, and successfully foster and support an inclusive educational and working environment.

**WORKING CONDITIONS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS:**

While performing the duties of this class, employees may sit or stand for extended periods and are regularly required to talk or hear, in person and by telephone; use hands to handle or operate computers and other standard office equipment; and reach with hands and arms. Duties require close vision and the ability to adjust focus.

**MENTAL DEMANDS:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with College managers, staff, the public and others encountered in the course of work.

**WORKING ENVIRONMENT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.