

RIVERSIDE COMMUNITY COLLEGE DISTRICT
CONFIDENTIAL POSITION DESCRIPTION

JOB TITLE: Executive Administrative Assistant

BASIC FUNCTION: Under the supervision of the area administrator, performs skilled secretarial and clerical duties typically for Vice Chancellors or Presidents.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s), Work Study student(s) and other support staff as directed.

REPRESENTATIVE DUTIES:

1. Schedules, arranges and confirms appointments, meetings and conferences and maintains administrator's calendar; arranges travel accommodations.
2. Greets visitors and answers and directs telephone, screening calls and visitors to the appropriate office; provides information and answers complex questions from students, staff and the general public regarding District/college programs, policies and procedures.
3. May assist with preparations for a variety of campus/district activities including convocation, academic achievement ceremonies, receptions, luncheons, mixers, special events and banquets.
4. Conducts tracking of monthly department staff attendance reports and student/hourly worker timesheets as directed.
5. Composes correspondence, independently, on a variety of matters; develops, or prepares, letters, memoranda, forms, proposals, organizational charts, and/or minutes, which could be material of a confidential nature, from handwritten drafts, notes or oral instruction;
6. Provides skilled secretarial work, technical and support to the administrator with minimal direction; maintains updated knowledge of District policies and procedures.
7. Maintains department/program files and researches and assembles information as needed.
8. Performs a wide variety of data entry information utilizing specific data formats and various software; checks and reviews data for completeness and conformance with established processes and procedures.
9. Prepares, receives, reviews, checks formatting and submits Board reports.
10. Researches and prepares a variety of reports, including narrative and statistical, as directed by administrator.
11. May assist in developing a variety of surveys and compiling the results.
12. May acquire vendor quotes for capital outlay projects and provides recommendations regarding vendor selection; orders, inventories, stores and issues department/program office supplies.
13. If applicable, maintains the internal website for the department including uploading content and updating electronic forms for District use.
14. Maintains a variety of complex files, budget records and other fiscal records.
15. Monitors budget, reserving funds for unexpected office needs and campus/office emergencies; maintains internal records to check against Galaxy; discussed discrepancies between the two with office staff; keeps administrator apprised of discrepancies.
16. Operates and maintains a variety of office equipment.
17. Opens all mail directed to the administrator, scans for content, highlights important information and sorts mail in order of importance; screens e-mail.
18. Tracks and verifies invoices; prepares requisitions using District's software package.
19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

09-01-09

Minor revisions made
8/1/12, 10/25/13

EDUCATION: Graduation from high school, or GED equivalent, and completion of 60 semester or 90 quarter units of college coursework from an accredited institution which include completion of business courses related to the position is required. Additional qualifying experience working for executive level administrators may qualify for the required education on a year for year basis with one year of full time experience equaling 30 semester units of college.

EXPERIENCE: At least seven years of varied secretarial experience, which includes four years working for executive level administrators. Secretarial experience in a community college or other educational office environment is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Microsoft Office software package (Word, Excel, Access, Power Point); Galaxy, Datatel; modern office practices and equipment.

ABILITY TO: Operate modern office equipment, including, but not limited to, calculator, scanners, copiers, fax machines, telephone, smart phones, tablets, computers; take dictation or use Fastnotes as necessary; spell correctly; communicate, using good English, orally and in writing; compose correspondence independently; keyboard at a speed of not less than 50 net words per minute; index and file; interpret and explain policies and procedures; deal effectively with public officials; establish and maintain an effective working relationship with others.

CONTACTS: May include students, staff, faculty, administrators, vendors, general public, conference facilities, business leaders, public officials.

WORKING CONDITIONS: Normal office environment.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

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