

**College of the Siskiyous
Job Description**

Job Title: Executive Assistant, President & Board **FLSA:** Exempt

Group: Admin. Support/Management **Salary Schedule:** Admin Support/Management

Job Summary:

Provides administrative assistance to the President and the Board.

Essential Duties and Responsibilities include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Performs highly complex, confidential, and responsible secretarial functions in support of the President and the Board.

Serves as liaison for the Executive Office; receives and screens visitors and telephone calls; sorts and distributes incoming and outgoing mail; transcribes messages; obtains, interprets and provides information to other administrators concurring office and campus functions, policies and procedures.

Collects, compiles, prepares and distributes the Board agenda materials; acquires elections work related to the Board, researches laws, regulations, and other information pertaining to the appointment and election of Board members.

Works with other offices, groups and agencies, coordinating specific activities and assuring the completion of such activities.

Prepares and maintains department budgets.

Makes travel arrangements for the President and the Board.

Maintains the administrative duty roster. Maintains daily calendar, schedules meetings.

Establishes and maintains filing systems, including Title V documentation.

Types office correspondence, Board reports, and other materials.

Independently composes correspondence for internal and external dissemination.

Performs special assignments which relate to the operation of the office, including special reports, research, and data presentations.

Assists in organizing staff orientation day; plans and organizes social and community events.

Assists in supervision of work-study students.

Handles confidential personnel issues judiciously, including faculty evaluations, tenure, negotiations, employee discipline and grievance issues.

Coordinates and arranges staff orientation day.

May be required to sit in meetings where collective bargaining issues may be discussed.

Handles collective bargaining documents, information, and proposals, maintains records related to the collective bargaining under the Educational Employment Relations Act for the President.

Performs related duties as assigned.

Employment Standards: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Training and Experience: Any combination of education and experience that demonstrates possession of a High school diploma or the equivalent. Associates degree preferred and at least five (5) years secretarial experience.

Knowledge: Knowledge of principles and practices of administrative services; community college practices and regulations; board policies; accounting and budgeting procedures. Business terminology; shorthand; PC and related software; office equipment.

Ability: Ability to communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people; produce a high volume of high quality correspondence and reports; type 55 WPM; take notes and synthesize information at meetings.

Physical Effort/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The noise level in the work environment is usually moderate.

Job Description Approved: 2/11/03

Revised: 4/03