

Executive Assistant
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=241798>

Downloaded On: Jul. 23, 2024 3:25am

Posted Jul. 20, 2024, set to expire Jun. 1, 2025

Job Title	Executive Assistant
Department	Educational Technology Services
Institution	Foothill-De Anza Community College District Los Altos Hills, California
Date Posted	Jul. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/5447927

Apply By Email

Job Description

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Executive Assistant, Educational Technology Services

HR EMPLOYMENT/CAREERS

Initial Closing Date: 08/08/24**This position will become Open Until Filled after the initial Review Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

Starting Salary: \$7,749.36 (per month) plus benefits;

Salary Grade: C5-13

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Full Salary Range: \$7,749.36 - \$10,357.98 (per month)

The Foothill-De Anza Community College District is currently accepting applications for the classified position above.

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

JOB SUMMARY

This position provides direct support to the Vice Chancellor of Technology, functioning at the intersection of the District's Educational Technology Services (ETS), Institutional Research and Planning, and statewide technology grants. It also plays a vital role in ensuring the IT team's smooth operation by proactively managing administrative tasks, schedules, and facilitating communication. A significant portion of time is dedicated to relieving the Vice Chancellor of administrative tasks while also interfacing directly with other ETS managers and employees. This position requires sound judgment and discretion related to communications and activities supporting the Vice Chancellor with confidential and sensitive matters. Typical duties involve frequent communication, correspondence, calendar management, meeting coordination, event logistics, travel arrangements, drafting meeting agendas, and taking minutes. The role includes communication with ETS staff and leadership and preparing and distributing district-wide IT-related communications. Duties include vendor communication, contracts management, expense tracking, fiscal reporting, purchase requisitions processing, and frequently interacting with Business Services staff. The successful candidate will demonstrate knowledge of District business processes, demonstrate the ability to maintain and update internal databases, records, and files related to IT projects. As ETS and the District modernize systems and prioritize a mobile-first approach, a digital mindset is crucial. Success requires leveraging technology tools for productivity, communication through multiple channels, a deep understanding of District policies and procedures, proactive problem-solving, and anticipating needs. The position serves as a primary point

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of contact for employees, students, and the public and operates primarily from our District ETS offices, with occasional flexibility based on operational needs.

DEFINITION

Under general direction, performs a variety of advanced administrative coordination duties of considerable complexity requiring thorough knowledge of the assigned department, College/District policies and procedures, and local, state, and federal regulations; provides executive support to assigned Vice Chancellor or Vice President; administers complex budgets, contracts, research projects, and/or programs; prepares agenda items and reports for the Board of Trustees or other boards, commissions, and committees; fosters cooperative working relationships among and acts as point of contact for other College/District divisions, departments, the Presidents' Offices, intergovernmental and regulatory agencies, various public and private groups, and the general public; provides highly responsible and complex assistance to assigned manager; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED Receives general direction from assigned Vice Chancellor or Vice President. Exercises no supervision of staff. May provide technical and functional direction and training to assigned staff.

CLASS CHARACTERISTICS This administrative support classification performs a wide variety of specialized, complex, and highly sensitive technical and administrative support functions for an assigned Vice Chancellor or Vice President. The work involves a high-level of problem-solving and critical thinking requiring analysis of unique issues or increasingly complex problems without precedent and/or structure and formulating, presenting, and implementing strategies and recommendations for resolution. Work assignments are typically given as broad, conceptual ideas and directives and incumbents are accountable for overall results and responsible for developing guidelines, action plans, and methods to produce deliverables on time and within budget. This classification is distinguished from other office administrative classes in the nature, scope, and diversity of responsibilities originating at a department and/or College-wide level requiring a broader understanding of department, College, and District functions and the capability of relieving assigned executive or senior administrator of day-to-day administrative and coordinative duties. The work requires extensive public contact, the frequent use of tact, discretion, confidentiality, and independent judgment, knowledge of department, College, and District activities, policies, and procedures, state and federal laws and regulations, and the ability to conduct independent projects. This class is distinguished from the Executive Assistant, Office of the President in that the latter is specifically assigned to the President of a College. This classification is designated as "confidential" as this term is used within the Educational Employment Relations Act (EERA), 3540.1(c). "Confidential" classifications assist management personnel with developing

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collective bargaining proposals and/or have regular access to information which contributes to the development of management's collective bargaining positions and/or labor relations strategies.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Provides executive administrative support to assigned Vice Chancellor or Vice President by coordinating multiple calendars, scheduling meetings, making travel arrangements, and handling sensitive and confidential information; and acts as a liaison between the Vice Chancellor or Vice President with other faculty, staff, students, or the public, coordinating resolutions to issues, problems, and complaints as appropriate.
2. Plans, designs, organizes, and oversees complex projects and programs; assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
3. Access, analyze, process, summarize, and contribute to confidential information relating to employer-employee relations, including information relating to grievances directed to assigned Vice Chancellor.
4. Oversees workflow by continuously monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and reviews with management; directs the implementation of improvements.
5. Coordinates department budget tracking and reconciliation processes; gathers and analyzes data related to revenues, expenditures, and projections; researches and works with management to resolve budget questions and reconcile inconsistencies; monitors and tracks expenditures and revenues; creates and processes contracts, agreements, invoices, and requisitions; verifies budget and account codes; develops budget reports as needed.
6. Conducts studies and research projects by selecting, adapting, and applying appropriate analytical, research, and statistical techniques; evaluating alternatives, making preliminary and final recommendations, and assisting with the implementation of procedural, policy, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports.
7. Serves as point of contact for staff, faculty, administrators, intergovernmental and regulatory agencies, various public and private groups, and the general public for assigned the Vice Chancellor's or Vice President's Office, by answering a variety of questions, processing confidential communications, and responding to complaints in a timely manner; providing information and explaining program requirements, policies, procedures, and eligibility questions according to established guidelines or by referring the customer to the appropriate source; and referring visitors/callers to other programs, departments, off-campus services, agencies, and community groups, as appropriate.
8. Serves as staff support to College/District committees, including preparing and distributing

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agendas and supporting documentation, communicating directly with committee members, coordinating meeting logistics, and maintaining detailed tracking of governance processes and actions.

9. Serves as staff support to assigned Vice Chancellor, including preparing and distributing preliminary bargaining positions and supporting documentation, communicating directly with District bargaining representatives, coordinating negotiation logistics, and maintaining detailed tracking of bargaining topics and strategies.
10. Plans, schedules, and organizes department, College, and/or District-wide events, workshops, informational seminars, presentations, and related activities including developing and monitoring budgets; processing independent contractor agreements and purchase requisitions; and ensuring compliance with established timeline and budget.
11. Processes and responds to requests for information including public records requests and subpoenas.
12. Coordinates the organization and management of accurate and detailed databases, files, and records, verifies accuracy of information, researches discrepancies, and records information.
13. Coordinates the organization and management of resources, information, internal communications, and internal collective negotiation strategies and positions in support of assigned Vice Chancellor.
14. Verifies and reviews forms and reports for completeness and conformance with established policies and procedures; applies policies and procedures in determining completeness of applications, records, and files.
15. Serves as system administrator for assigned databases and information systems in support of assigned department or division; provides training, technical assistance, and support to staff, faculty, and students.
16. Performs a variety of administrative office support functions such as designing, creating, and editing a variety of documents; collecting data from various sources for reporting to local, state, and federal agencies; collecting data from various sources to assist in presenting management positions in collective bargaining; reviewing a wide variety of student, faculty, staff, administrator, and program data, records, and information to ensure compliance with policies, procedures, and state and federal regulations; maintaining websites; scheduling meetings with other staff; processing and maintaining confidential personnel documents, including disciplinary records, grievance records, and internal records relating to collective bargaining; processing reimbursements; attending meetings and taking minutes; and ordering and maintaining office and other related supplies.
17. Learns and applies emerging technologies related to the areas of assignment.
18. Performs related duties as assigned.

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QUALIFICATIONS Knowledge of:

1. Organization and function of educational institutions, including the role of Board of Trustees and appointed boards and commissions.
2. Organizational practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures within assigned areas of responsibility.
3. Principles and techniques of conducting analytical studies, evaluating alternatives, making sound recommendations, and preparing and presenting effective and technical reports.
4. Sources of information related to a broad range of educational and administrative programs, services, and administration.
5. Modern office management practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
7. Record keeping and filing systems and methods.
8. Basic statistics, business arithmetic, and bookkeeping.
9. Business letter writing and the standard format for reports and correspondence.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform advanced and complex executive administrative support work accurately, within established deadlines, and with use of independent judgment.
3. Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned functional areas.
4. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
5. Coordinate and oversee assigned administrative, budgeting, fiscal reporting, programmatic, and project management activities.
6. Plan, organize, and carry out assignments from management staff with minimal direction.
7. Analyze, interpret, summarize, and present administrative and technical information and data in

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an effective manner.

8. Evaluate and develop improvements in operations, procedures, policies, or methods.
9. Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
10. Interpret, apply, and explain applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
11. Prepare, review, and present reports and other correspondence and communications in a clear and concise manner.
12. Maintain accurate databases, records, and files.
13. Maintain confidentiality and be discreet in handling and processing confidential information and data.
14. Perform arithmetic, financial, and statistical computations accurately.
15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
16. Effectively use and keep current with computer systems, software, and modern business equipment to perform a variety of work tasks.
17. Use English effectively to communicate in person, over the telephone, and in writing.
18. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be equivalent to an Associate's degree from an accredited college **AND** five (5) years of increasingly responsible and varied administrative support experience.

Licenses and Certifications:None. **PHYSICAL DEMANDS**Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file

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information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis. **ENVIRONMENTAL ELEMENTS** Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/> *In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. Additionally, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter addressing your qualifications for this position.
3. A current resume of all work experience, formal education and training.

If any required application materials are omitted, the committee will not review your application packet. Items not required (including reference letters) will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date.

CONDITIONS OF EMPLOYMENT:

Position: Full-Time, Permanent, 12 months per year

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

Persons with disabilities who require reasonable accommodation to complete the application and interviewing process must notify Employment Services no later than the closing date of the



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announcement. The successful applicant will be required to provide proof of authorization to work in the U.S. All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services Foothill-De Anza Community College District
12345 El Monte Road Los Altos Hills, California 94022 (650) 949-6217
Email: employment@fhda.edu <http://hr.fhda.edu/>

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1590?c=fhda>

jeid-53e1c592dc19c340aeeafa2fe66435c7

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Foothill-De Anza Community College District

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