

Executive Assistant
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242226>

Downloaded On: Jul. 27, 2024 12:18pm

Posted Jul. 26, 2024, set to expire Aug. 8, 2024

Job Title Executive Assistant
Department
Institution State Center Community College District
Fresno, California

Date Posted Jul. 26, 2024

Application Deadline 08/08/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administrative Support/Services

Apply Online Here <https://apptrkr.com/5466718>

Apply By Email

Job Description

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Executive Assistant

Salary: \$67,929.00 - \$83,544.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024051

Closing: 8/8/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs executive level administrative support to an Executive Director, Vice President or in the Office of the Chancellor; creates and maintains documents, reports, records and files required for work processes; performs research and oversees small administrative projects; assists in budget development and tracking; performs complex scheduling and calendaring; staffs committees; takes and posts agendas and minutes; regularly interacts with the Chancellor's Office, Board of Trustees and elected officials; coordinates event logistics; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides clerical, administrative and executive level support to an Executive Director, Vice President or in the Office of the Chancellor; composes and prepares memoranda, correspondence, division reports, presentations, spreadsheets, forms and other documents, often of a highly sensitive and confidential nature; drafts Board of Trustee documents and reports; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; ensures materials, contracts, reports and documents for signature are accurate and complete.
- Screens and/or independently responds to visitors, phone calls, correspondence and email inquiries regarding a variety of division matters; acts as liaison in coordinating calendars and matters between the executive's office and other departments, divisions, elected officials, students, community members and external entities; maintains a variety of division calendars; performs important divisional public relations duties over the phone, in person and online; provides information and handles issues that may require sensitivity and use of tact and independent judgment; prioritizes requests by departments within the division and facilitates the completion of action items and the flow of information; researches requests or complaints and refers matters to appropriate staff and/or takes or recommends actions to resolve issues.
- Gathers background materials and documents needed to draft recommendations and reports for committees, the Personnel Commission and the Board of Trustees; researches best practices, prior actions, student data and financial information and forwards to executive for review.
- Attends meetings and provides administrative support to a variety of committees, student groups and other divisional meetings; participates in preparation of the agenda, presentations and meeting packets; keeps minutes and records of assigned committees in accordance with the

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Brown Act; tracks status of action items and validates required deadlines are met; coordinates meetings and events; maintains committee records and disseminates all formal actions including minutes.

- Organizes, maintains and updates confidential, specialized and technical files, documents and records including department personnel records; creates and maintains electronic and physical filing systems.
- Coordinates personnel processes including for hiring and evaluation purposes; ensures the accuracy of time cards and payroll documents; coordinates the timely resolution of student and employee grievance and discipline processes.
- Creates and maintains spreadsheets and databases; reviews, submits and tracks requests for payments and purchase orders; reviews travel and conference expense forms; calculates budget usage and fund percentages; prepares budget variance reports and spending forecasts for management review; tracks multiple funding sources; may participate in grant administration functions including basic grant writing, collecting program data and generating performance reports.
- Provides day-to-day lead work guidance and direction to other staff and student aides; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

As assigned to the Chancellor's Office:

- Provides administrative support to members of the Board of Trustees; responds to inquiries from Board members for information and records; coordinates travel and attendance at conferences and meetings; processes expense reimbursement claims and District credit card information; monitors Board travel and expense budget.
- Reviews incoming documents and Board reports for accuracy and compliance with applicable laws, rules and procedures; assists in the preparation and posting of Board agendas, recommendations, documents and minutes; may attend Board meetings and take minutes; updates and maintains records and data on Board web pages.
- Drafts for review, types and/or transcribes highly confidential information regarding a variety of matters, controversial issues and/or projects with District-wide implications; renders confidential assistance to other executives as necessary.

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OTHER DUTIES

- May provide administrative coordination of the Program Review process and gathers and prepares associated documentation.
- Organizes a variety of formal and informal meetings and events including awards ceremonies, tours, receptions, conferences and Foundation fund-raising events.
- Provides backup for other departments or division office administrative support staff.
- Orders and replenishes an inventory of office materials and supplies.
- Represents the division on internal committees and task forces and with external groups and organizations.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Office administrative and management practices and procedures.
- Advanced principles, practices and techniques used in customer service, public relations and community outreach.
- Provisions of the Brown Act and the Public Records Act.
- Bookkeeping and elementary accounting practices and procedures.
- Department services, program goals, objectives, policies, procedures and practices.
- District student recordkeeping practices and procedures for processing student information and interpreting input and output data.
- District payroll and general accounting systems operations, practices and procedures.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- College and District organization, rules, policies and procedures applicable to departmental and division operations.
- District policies, procedures and rules regarding budgeting, purchasing and travel/training and expense reporting.
- Basic research methods and statistical analysis techniques.
- Applicable sections of the California Education Code and other applicable laws.

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- Safety policies and safe work practices applicable to the assignment.
- Basic principles and practices of employee work guidance and direction.
- Personnel Commission Rules, Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Assign and review the work of assigned staff.
- Communicate information accurately and effectively; understand requests for information or assistance; maintain a courteous and tactful manner when under pressure or in an antagonistic situation.
- Compose clear, concise and comprehensive analyses, correspondence, reports, studies, agreements, presentations and other written materials from brief instructions.
- Track and report statistical information utilizing complex spreadsheets and databases.
- Perform mathematical calculations; assist in monitoring departmental budgets.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.
- Maintain confidentiality of District and student files and records.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Type accurately at a speed necessary to meet the requirements of the position.
- Represent the District effectively in dealing with students, District leadership, community groups, and elected officials.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential student, employee, management issues and situations.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

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Graduation from an accredited community college with an associate degree, and at least four years of progressively responsible executive or administrative support experience, preferably in an academic environment; or an equivalent combination of training and experience.

A bachelor's degree is highly desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

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 individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 10 pounds and occasionally up to 25 pounds.

Specific vision abilities required by this job include 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 District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

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The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS

Competency Assessment: August 16, 2024

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Oral Interview Assessment: August 27, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies in this classification Districtwide for at least six (6) months. The current vacancies are at Madera Community College and Fresno City College.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4585603/executive-assistant>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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