

# JOB DESCRIPTION



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**Position Title:** Executive Assistant for the President and Governing Board

**Department:** President

**Employment Category:** Exempt Staff

**Primary Location:** Sierra Vista Campus

**FLSA Classification:** Exempt

**Remote eligible:** No

**Parameters:** Full-Time; 12 Months/Year

**Pay Grade:** EX11

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**Position Summary:** The Executive Assistant for President and Governing Board is responsible for providing professional, advanced, diversified, and confidential executive-level administrative support to the President and the Governing Board.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Provides professional representation of the College President's office, exercising judgment and discretion in responding to or initiating internal or external contacts - addressing issues independently without direct supervision

Progressively anticipates, analyzes, and meets the administrative demands of the President's office, multi-tasking to effectively handle a rapid pace of activity and frequently changing priorities. Makes independent decisions regarding information to be forwarded to other staff members for action and/or follow-up on behalf of the President. Directs internal and external inquiries to appropriate departments and/or staff members and ensure situations are resolved.

Contacts in person, by telephone, and via written correspondence various high level college constituents, including the Governing Board members, Foundation Board members, donors, legislators, business leaders, community leaders and college faculty and staff. Maintains complete confidentiality and anonymity of contacts when necessary.

Provide high-level administrative support to the Governing Board members, including preparation of meeting agenda and packets; coordinates with human resources to ensure board packets are complete and without error; attends board meetings and records minutes.

Manage President's and Governing Board's budget and expenditures. Processes purchase and travel requisitions, purchase orders, travel vouchers, invoices and expense reports, and track all documentation specific to the college's policies for expense reimbursement. Investigates vendor issues as needed and reconciles and files purchase card transactions.

Maintains the President's calendar, managing the President's time for maximum productivity and efficiency. Prioritizes matters requiring the President's attention. Facilitates the communication of information and directives both up and down the College's chain of command. Act as primary contact for all matters related to the President's schedule and activities.

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Assists in the creation of reports and memoranda in response to complex public relations and general issues; prepares supporting documentation on external issues or issues having a global impact on the college; collects and compiles statistical, financial and other information

Assists in maintaining Governing Board and President's web pages

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Ten years progressively responsible office management/administrative support experience, with at least five years providing executive level support for a large, complex organization

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Commitment to the Community College Mission

High level of initiative and ability to adapt to a dynamic and fast-paced environment

Comprehensive knowledge of the college and its programs and services

Knowledge of current administrative support best practices; general office maintenance and practices; filing systems, word processing, database, presentation, and spreadsheet applications, specifically Microsoft Office applications

Knowledge of and ability to create correspondence using proper letter composition, grammar, spelling and punctuation standards in English

Knowledge of college operational practices, policies and procedures, and the ability to assist employees, students, and the public in understanding them

Knowledge of and ability to comply with budget development practices and processes and project management practices and protocols

Knowledge of the general operation of and the ability to use personal computers, standard office equipment; basic mathematics, and basic bookkeeping

Skill in interpersonal communication and cooperative problem solving and the ability to exhibit effective telephone etiquette and basic public relations skills

Ability to communicate effectively, verbally and in writing, relate in a professional, helpful manner in person and over the phone; relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently in meeting various deadlines and work pressures with frequent interruptions

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Ability to effectively identify and resolve problems related to every-day administrative support functions; perform basic mathematical calculations; maintain strict confidentiality related to sensitive administrative information; operate personal computer in utilizing various programs  
Ability to produce or compose formal documents, reports and records  
Ability to operate standard office equipment; develop effective working relationships with executives, supervisors, fellow employees, board members, vendors, and the public  
Ability to maintain accurate office procedures  
Exceptional organizational skills  
Strong interpersonal skills

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls. Travel and limited evening work is required.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** President

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.