# PALO VERDE COMMUNITY COLLEGE DISTRICT

## Administrative Assistant to the Superintendent/President and the Board of Trustees

## Justification for Recommended Change:

*In 2011, the College Brain Trust provided a study on the positions in the Office of the Superintendent/ President. The study compared colleges of similar size and resulted in the recommendation that the Office of the S/P requires two clerical positions to effectively support operations which resulted in the splitting of the positions so that one had primary responsibility for supporting the Foundation and the other had the Board of Trustees along with all of the administrative support duties related directly to the Office of the S/P. Although understandably necessary to provide support to the Foundation, the study clearly showed that the Office of the S/P, even for small colleges, required two clerical positions: 1) one to address the day-to-day operational needs to support the S/P; and 2) one dedicated solely to Board functions. By assigning one full time employee to the Foundation as her primary responsibility, all of the day-to-day operational responsibilities were added on to the already full time position dedicated to the Board of Trustees, and has proved to be ineffective. It is not possible for these two positions to be combined without ultimately reducing direct support to the Superintendent/President. The addition of the job duties associated with support to the Foundation has resulted in the elimination of one full time position providing support to the Superintendent/ President and is not advisable without adversely impacting office operations and support to the overall institution.*

**General Description**:

Under the general direction of the Superintendent/President, the Administrative Assistant performs a variety of complex administrative and confidential duties for the Superintendent/President ***on behalf of*** the Board of Trustees. The Administrative Assistant is responsible for planning, coordinating and performing a wide variety of secretarial and administrative functions ~~to assist the successful operation of the office~~. ***to ensure that Board agendas, minutes, and policies are thoroughly presented and maintained in compliance with the Brown Act and Governing Board policies and procedures.***

**Representative Duties**:

1. Assist with complex administrative matters, including support for the Superintendent/President ***on behalf of the*** ~~and~~ Board of Trustees. Duties include the ability to operate independently without specific direction but are not limited to office assistance, secretarial, communications, agenda ***preparation and dissemination,*** meetings, and official proceedings.
2. Attend regular and special Board meetings and perform various secretarial and executive assistant duties for the Board; under direction of the Superintendent/President, coordinate and prepare agendas and supporting materials; place materials on college website***, places newspaper ads, and posts agendas*** for public access; record and document actions; prepare, review and distribute meeting minutes; maintain official record of Board minutes including supplementary materials.
3. ***Deals with and coordinates privileged/confidential information applicable to the Board of Trustees agenda or for Closed Session: employee files, grievances, law suites and other legal matters consistent with Brown Act compliance.***
4. ***Coordinates all of the logistical details associated with meeting arrangements, including access through ITV at the Needles facility.***
5. ***Works closely with Information Technology staff in maintaining an up-to-date and relevant Board of Trustees web site.***

6. Process ***Board-related*** administrative details not requiring the immediate attention of the Superintendent/President.
7. Attend and participate in a variety of administrative and District committee meetings ***as Board-related***; prepare and distribute agendas if required; take and transcribe notes; prepare minutes for review.
***8. Prepares Board agendas in compliance with the Brown Act.***
***9. Assists in the development and maintenance of training and support materials for the Board as needed.***
10. Maintain and update the District's policy and procedure manual and act as a major source of information regarding the District's policies and procedures.
11. Compose ***Board-related*** correspondence and memos independently on a variety of matters; compile and prepare various letters, reports and statistical data, resolutions, manuals and final reports as directed.
12. Prepares and/or checks and reviews ***Board*** reports, records and other material for accuracy, completeness and conformity with established standards and regulations.
~~13. Maintain Superintendent/President's appointment calendar and schedule; secures, opens and categorizes Superintendent/President's mail; make travel arrangements.~~
~~14. Assists in the development and maintenance of the annual budget for the office of the Superintendent/President and Board of Trustees; prepare purchase requisitions and orders; maintain ledger and balance of accounts in budget.~~
***15. Completes forms, makes travel arrangements, and provides support for Board travel.***
16. Support the Board of Trustees in the Superintendent/President recruitment.
***17. Coordinates as needed Board election information, compliance, and assistance.***
18. Assist with special ***Board and College*** events and ceremonies, on campus and in the District; serve as ***Board's*** communication liaison ~~for the Superintendent/President's office and District~~.
~~19.~~ Requisition, organize and inventory all office supplies and special order requests for the ***Board of Trustees as needed.*** ~~Superintendent/President's office.~~
~~20. Log travel requests for all staff; maintain absence from campus for senior college staff; maintain credit card records including Board of Trustees expenses and submit claims for payment in a timely manner; completes and maintains memberships, dues, subscriptions, and special reports and directories for the Superintendent/President's office and District.~~
21. Provides backup support for the Administrative Assistant to the Superintendent/President ~~and College Foundation~~ in the event of an absence or unusual circumstance.
22. Maintains a thorough working knowledge of the ***overall*** operation of the office; maintains ***Board*** mailing lists ***and directories,*** initiates and maintains files of correspondence; maintains PVC historical records.
23. Performs related duties as assigned including covering all support tasks performed in the office of the Superintendent/President, when needed.
***24.*** Works with outside contacts, state, county and city officials, chancellor's office, Legislative officials, community relations and collective bargaining ***as related to the Board of Trustees.***

**<u>Required Qualifications</u>**:

1. Minimum of an Associate (AA/AS) degree.
2. Two years of fulltime experience performing a wide variety of clerical, secretarial and administrative support work comparable to the position.
3. Type 60 wpm from clear copy.
4. Take and transcribe from electronic media.

5. Demonstrate fluency in software application programs such as Microsoft Word, Microsoft Excel and Microsoft Publisher or applications with similar functions.
6. Knowledge of modern office methods, equipment, procedures, including the use of software applications such as word processing, spreadsheets, publishing brochures and newsletters and the production of graphics.
7. Utilize correct and effective English in oral and written communication, including spelling punctuation and grammar.
8. Skill to learn District policies, procedures, organization and operating details and to interpret and explain policies, procedures, rules and regulations.
9. Ability to work independently in the absence of direct supervision.
10. Ability to maintain confidentiality.
11. Ability to multitask in an atmosphere of frequent interruptions.
12. Proven ability to establish and maintain effective working relationships with Board and community members, students, faculty, staff and administrators.
13. Proven ability to get along with people and sensitivity to and the understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of the community served by PVC.
14. Ability to pass the college Clerical Skill Testing.

**Classification**:

Full-time Confidential employee;
12 month full-time position (40 hours per week);
Classification 1 of the Classified Management/Confidential Salary Schedule.
This position is classified as Confidential as per Board Policy (not within a collective bargaining unit).

**Confidentiality**:

**Without exception, all employees are required to maintain confidentiality of all information and this position will routinely deal with confidential information and matters.**

**Essential Functions**:

A job analysis report has been prepared for this position as an aid in determining an individual's ability to perform the essential cognitive and physical functions of this position. A copy of the analysis is on file in the Human Resources Department and is included in this job description by reference.