

EXECUTIVE ASSISTANT
EXECUTIVE ASSISTANT (CONFIDENTIAL)

DEFINITION

Performs a variety of highly responsible administrative support duties to relieve a College President or District Office executive of administrative details relative to the business operations of the assigned organizational unit. An incumbent is required to use a considerable degree of independence and discretion, and exercise sound judgment in the performance of the assigned duties.

TYPICAL DUTIES

Assists a College President or District Office executive by assuming responsibility for administrative details involving a combination of the following duties:

- Answers inquiries and explains policies and procedures related to the business operations of the assigned organizational unit and speaks for an executive in personal and telephone contacts and meetings.
- Acts as a liaison between the supervisor and District administrative staff and representatives from other agencies by coordinating activities and projects, conferring on matters requiring the supervisor's input or action, and relaying the supervisor's directives and instructions.
- Establishes and maintains the clerical processes and procedures of the assigned office.
- Prepares correspondence, agendas, minutes, brochures, reports, tables, organizational charts, bulletins, memoranda, and other related materials using a variety of software applications on computer equipment and may review and edit material, prepared by others, for accuracy and compliance with guidelines.
- Keeps supervisor apprised of office activities, approaching deadlines, status of pending operational documents and other requested information.
- Compiles and reviews statistical, financial, and other information related to the activities of the assigned organizational unit and prepares data summaries.
- Compiles the office budget and supporting data, maintains controls on expenditure accounts, and recommends or initiates adjustments in accounts.
- Prepares and processes various operational documents related to the business operations of the assigned organizational unit including activities such as purchasing, contracts, personnel and payroll.
- Schedules and arranges meetings, appointments, and conferences for supervisor.
- Receives and distributes information and materials involving the business operations of the assigned organizational unit.
- Coordinates the processing and/or production of documents in accordance with established time lines.
- Searches records and obtains information from other offices and agencies.

TYPICAL DUTIES (Cont.)

Develops and maintains data bases and maintains a variety of other files and records related to the activities of the assigned organizational unit using computerized and manual filing systems.
Trains and provides work direction to clerical employees assigned to the office.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An **Executive Assistant** provides a variety of highly responsible administrative support duties to a College President or District Office executive in executing his/her administrative responsibilities related to the business operations of the assigned organizational unit. Work assignments require the incumbent to use a high degree of independence and discretion; and exercise sound judgment. Use of computer equipment and advanced software applications is an integral aspect of the duties. The class of **Executive Assistant (Confidential)** is distinguished from the class of **Executive Assistant** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

An **Administrative Assistant, Administrative Services**, provides paraprofessional staff assistance to a Vice President, Administrative Services, in executing his/her administrative responsibilities over the areas of budgeting, purchasing, personnel, payroll, contracts, and other centralized administrative activities of a college. Work assignments require the incumbent to be able to work independently and use good judgment and apply reasoning skills. Use of computer equipment and advanced software applications is an integral aspect of the duties.

An **Administrative Aide** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, purchasing, personnel, payroll, contracts, scheduling, and other centralized administrative activities. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. Use of computer equipment and advanced software applications is an integral aspect of the duties. The class of **Administrative Aide (Confidential)** is distinguished from the class of **Administrative Aide** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

SUPERVISION

General supervision is received from a College President or District Office executive. Functional supervision may be exercised over assigned clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

Policies, regulations, procedures, and precedents applicable to the administrative office to which assigned
District policies and procedures related to general administrative and business transactions of the District
Organization and key personnel of major operating units of the college and District
Computer software such as word-processing, spreadsheet, database management, and desktop publishing
Fundamentals of budgetary processes and procedures
Office organization, management and functions
Business vocabulary and terminology
Principles and techniques of public relations
Basic research methods
Report and business correspondence formats
Proper business English, punctuation, spelling, and grammatical usage
Organization and use of records and files
Principles of training

Skill in:

Use of computer equipment
Interpersonal contacts and communications

Ability to:

Provide administrative assistance to an executive
Organize and prioritize work assignments related to the business operations of the assigned unit
Understand, interpret, apply, and explain District rules, guidelines and procedures
Effectively utilize computer software to design records, create and maintain files, manipulate data, format reports and publish final documents
Critically review source data, detect, and correct errors
Gather and compile data in written, tabular, and graphic form
Analyze situations accurately and adopt an effective course of action
Evaluate work methods and efficiency
Effectively communicate orally and in writing
Write clear and effective reports, correspondence and informational materials
Exercise initiative and independent judgment
Meet schedules and time lines
Establish and adjust to changing priorities
Work independently with little direction
Train and provide work direction to others
Maintain confidentiality of work
Establish and maintain effective relationships with administrators, staff and the public

Ability to: (Cont.)

- Perform mathematical computations of moderate difficulty
- Maintain a variety of logs, files and records
- Learn specialized software applications and systems used in the assigned unit

ENTRANCE QUALIFICATIONS

Education and Experience:

- A. An associate's degree, or its equivalent, from a recognized college or university preferably with a major in computer applications and office technology (CAOT), business administration, or a closely related field **AND** three years of full-time, paid experience in providing administrative assistance to an executive or administrator. Qualifying experience must have also included use of computer software such as word-processing and spreadsheet.

OR

- B. Graduation from high school or its equivalent **AND** five years of full-time, paid experience in providing administrative assistance to an executive or administrator of the Los Angeles Community College District. Qualifying experience must have also included use of computer software such as word processing and spreadsheet.

Special:

- A valid California Class "C" driver's license.
- Access to an automobile.