



EXECUTIVE ASSISTANT, HUMAN RESOURCES AND EQUAL OPPORTUNITY

SALARY GRADE: [C5-10](#)

DEFINITION:

Reporting to the Vice Chancellor of Human Resources the Executive Assistant provides a broad range of confidential, professional, and complex administrative and technical support. Relieves the Vice Chancellor of administrative details and assumes responsibility for special projects as assigned. This position represents the District Office of Human Resources and the Vice Chancellor in providing overall assistance to administrators, faculty and staff. This position also provides general administrative support to the Director of Human Resources

NATURE AND SCOPE:

The Executive Assistant, Human Resources, may supervise temporary employees or student workers.

This position is distinguishable from other senior administrative support positions by the complexity of work, responsibility for handling confidential and highly sensitive information, ability to act with discretion and independent judgment within the scope of responsibility as assigned, attention to detail and accuracy, and impact (and consequence of error) on district-wide operations and administration. Further this position is expected to use critical thinking, demonstrate an ability to use judgment and discretion, demonstrate an ability to work collaboratively, and develop and implement systems to enhance and maintain efficient and effective operations.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

The following are examples of the duties and responsibilities assigned a position in this classification. The position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class. Individuals must be able to satisfactorily perform all essential duties with or without reasonable accommodation.

1. Provide complex workflow and office coordination for the Vice Chancellor of Human Resources.
2. Provide complex logistical support for meetings and committees including, preparing and distributing agendas, reserving meeting rooms, distributing materials, distributing work products, arranging for food and refreshments, etc. This also includes tracking the work of the committee, communicating about status and following up on required work products.
3. Provide administrative support for confidential negotiations including preparing agendas, taking and preparing minutes, recording attendance, distributing materials, collecting materials, and maintaining records.
4. Maintain efficient and effective recordkeeping systems including organizing, retrieving and storing in both hard copy and electronically.
5. Provide administrative support for the preparation and follow through of all board action items, including preparation of the HR Report, resolutions, Board Action items, reports, backup documentation, and the preparation and distribution of notice of official action.
6. Monitor budget and expenditures including, assisting with the preparation of the budget, preparation of information and documents for budget development, tracking budget expenditures and reconcile reports, preparing budget summary reports, preparing and processing budget expenditures, reimbursements and payments.
7. Provide general reception telephonically, electronically and in person including, answering phones, responding to emails, greeting and directing visitors, and assisting guests.

8. Maintain and update webpages for the assigned area.
9. Receive, research, and respond to inquiries and complaints of district management, faculty, and staff, community partners, members of the public, and guests.
10. Maintain calendar and coordinate travel including scheduling appointments and meetings, communicating with participants, reserving hotel or other accommodations, and making transportation arrangements.
11. Performs other related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Computer Software Office programs; especially experience with Microsoft Word, Excel, PowerPoint.
2. Executive office policies, practices and procedures.
3. English language, including both oral and written communication proficiency
4. Human Resources or related rules, laws, and policies.
5. Effective and efficient records management practices.
6. Basic budgeting and accounting principles

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. Communicate effectively both orally and in writing, with tact and diplomacy.
3. Apply critical thinking, analysis, reasoning, and problem solving skills.
4. Maintain high levels of confidentiality and integrity of sensitive or confidential information.
5. Apply organizational and time management skills.
6. Apply public relations (interpersonal) skills, and to maintain cooperative relationships with others.
7. Prioritize tasks and projects, and to work effectively under pressure.
8. Compose correspondence and reports independently.
9. Demonstrate technical aptitude and initiative and to learn and apply office workplace support systems and programs to improve efficiency and effectiveness.
10. Demonstrate understanding of and apply budget preparation and monitoring principles.

Education and Experience

Any combination equivalent to:

1. Associate's degree in a related field or equivalent coursework in legal or administrative support training.
2. Five (5) years experience supporting an executive or legal professional.

Preferred Qualifications:

1. Bachelor's or Master's degree.
2. Experience working in a Human Resources, labor/employee relations, benefits or related area.
3. Successful experience:
 - a. Preparing written communications and presentations.
 - b. Scheduling large meetings and maintaining an executive's calendar.
 - c. Managing and organizing complex records.
 - d. Working for a public sector higher educational institution.
 - e. Coordinating and maintaining legal records, requests and responses.
 - f. Supporting negotiations and/or labor relations activities, including taking minutes, preparing proposals and maintaining records.

WORKING CONDITIONS:

Environment:

1. Office environment.
2. Flexibility in hours of work and/or ability to work additional hours as needed, on an occasional basis.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Sitting for extended periods of time.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling objects up to 30 lbs.

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